G. R. S. IX-5]

Previous references.

Premium

1

File No. 210

1917.

(E.A.G.)

Serial Nos. 1

Later references.

P 180 E

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for —

SUBJECT.

Collection of Departmental Statistics.

A standardised form of collecting statistics from all depts was ~~de~~ prepared & submitted. It was subsequently found unnecessary & the papers therefore ordered to be filed.

W D 1250—GPB—30,000 28-1-19

2

GENERAL AND REVENUE SECRETARIAT.

(E. A.G.)

NOTES.

E. A.G. File No. 210-17

FILE HEADING.

Collection of Departmental Statistics.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000—15-6-12

3

G.R.S. III—3]

210 Ge. A.G.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

A ~~statement~~ form for the collection of departmental statistics together with a note of explanation is put up, as per personal instructions.

The statement received from the Revenue Commissioner is also put up.

Chief Secy) 2/11/17.

The statement has been prepared after personal discussion between Mr Madhava Rao & myself.

The note & statement may be printed & the Heads of Depts consulted for any suggestions they have to offer & particularly under Section VI.—Special Statistics.

The Dt Officer should review the stts of the subordinate offices & the Heads of the Depts those of the Dts & forward a copy of the review with consolidated figures to Govt. Such reviews may be recorded by Govt with suitable observations.

Dewan)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

4

210 E.A.G.

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

6

This has been seen by the Drawer.

7 At the recent conference of officers in Mysore, it was decided to refer the papers to Heads of Depts for opinion as suggested by the Chief Secy. A draft letter to Heads of Depts is accordingly put up. If approved, it will be issued in print.

Chief Secy

NLL
7/11/17

8 Approved. May issue

CPG
7/11/17

9 Prof. Sub. I have made the correction subject to

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

5/3

G.R.S. III—3]

Sno

210 Secy.

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Approval —

Chief Secy) 22/11/17

Draft may be approved

1st member
2nd member

2103
5-12-17

251
10.12.17

6/12/17

7/12

11/12

Issue 12/12

Send to press today & call for revised proof

11/12

Revised Proof called for on 11/12/17
Press for final orders 19.12

Letter No. 863-898/S.A.S. 210 & 22-12-17 to Heads of Depts suggesting a form for collecting Departl. statistics and inviting the views of the officers on the proposed form.

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 81—GPB—60,000—20-7-16

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

E. A. S. File No. 210 of 1917-18

Serial No.

2 Letter No. 71 of 9-1-1918 from the Superintendent, Duam Settlements, opines that the half-yearly statistics of business may be abolished if the form now suggested is approved.

12/1/18

RLL 15/1/16.

3 Letter No. 193 of 12-1-1918 from the Hon. President, Bzm. says that the form proposed will serve the purpose for which it is intended and does not require any modification. Also suggests that the half-yearly return may be dispensed with.

Subd for infn.

RLL 16/1

4 & 5 Por 16-1 Letter No. 6575 of 19-1-18 from the Chief Commandant furnishes views on collection of Deptl. Statistics.

Letter No. 146-17 of 18-1-1918 from the Excise Comr - do -

Subd. for infn.

RLL 21/1

6. Por 21-1 Letter No. 175 of 23-1-18 from the I.G. of Prisons is favourable to the introduction of the form re. the collen of Deptl Statistics

Subd Por 25-1

RLL 26/1

NOTE—Contn. sheet.

7

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

E. A. G. File No. 210 of 1917.

Serial No.	
7	Letter No. 212 of 26.1.1918 from the Director of Agriculture opines that the form proposed for collection of statistics will serve no useful purpose for the reasons given by him.
8	Letter No. 1436 of 26-1-1918 from the Supt., Govt Press, furnishing his views on the form proposed for collection of statistics. Submd for infn.
	Fr 30.1 — Seen 30
10	Letter No. 475 of 8.2.1918 from the Meteorological Reporter submits his views on the form suggested for the collen of statistics bearing on the operations of Depts and suggests that the half yearly review of progress and half yearly state of business statistics may be discontinued in case the present form proposed is introduced. Submd for infn.
	Fr 11-2 — Seen 11/2
11	Letter No. R.O.C. 608 of 15.2.1918 from the Registrar, Chief Court of Mysore, offers certain criticisms and suggestions in regard to the collen of departl statistics.
	Submd. Fr 18.2 — For information — Chief Secy — Seen 18/2
	Seen. 4/3/18

Got back and placed in file 16.2.18

NOTE—Contn. sheet.

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Letter No. 486/2475 of 25.2.19 from the Secy, P. W.D. says that the form proposed for the collection of Depart statistics is suitable with certain modifications suggested by him.

The file (No. 210-E. A.E.) on the subject has been sent to Ch. Secy on 18.2.19 with the reply ~~for perusal of a letter~~ from the Registrar, Chief Court regarding the Sanction necessary for the statistics proposed to be called for. This will be included in the file.

27/2

(By 27.2 Thu)

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat.

E. A. G. File No. 210 of 1917-18.

Serial No.

13 Letter No. C. Dis. 496 & 5.3.18 from the Salem Cons states that the form proposed for the Collon of statistics is suitable and gives certain items of departmental work

14 Letter No. 4796 C.S. & 12.3.1918 from the Rep. of C.S. states that the form proposed is generally suitable to his Deptt but with certain modifications. Further states that certain returns will become unnecessary if the modifications are approved.

Subd. for 13.3 | Ulr 14/3

15 From the Director of Geology in Mysore. letter No. 2416 dated 23.3.1918.

Furnishes his views on the form for the collection of Departmental statistics and proposes certain alterations in the headings and details etc.

Subd 30.3

16 From the Railway Secretary No. R.S 2941/Pl No. G 182 & 28/3/18

Submits his opinion on the form proposed for the collection of statistics.

The Ry Secy considers that headings I to V are suitable. He has given detailed items for his Deptt under VI Special Statistics and states that information in brief can be

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

G. City File No. 210 of 191 .

Serial No.

under VII Special Schemes, though detailed items under that head cannot be specified.

Submitted
2/4/18

3/4

Draft reminding in respect of the reports not yet received is submitted.

2/5/18

3/5

Reminder issued. No 2138-59 of 6-5-18.

From the Inspector General of Registration No 2776 of 22-5-18.
Furnishes his views on the proposed form of statistics.

From the President, Nuzvid City Municipality No 193 of 24-5-18.
States that there does not seem to be any change necessary so far as the Municipal office is concerned.

Why was this not put up to the Chief Secy by any of the officers?

This file was linked with Art II file which appears to have been submitted to the Chief Secy 28/5

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

11

8 772

DEPARTMENTAL STATISTICS.

of 1917.

No.

(1) Supdt, Inam settlement
(2) President, B. City Municipality
(3) Excise Commissioner
(4) Chief Commandant
(5) I. G. of Prisons
(6) Director of Agriculture
(7) Supdt, Govt Press.
(8) Meteorological Reporter
(9) Registrar, Chief Court.
(10) Secy, P. W. D.
(11) Forest Commissioner
(12) Regr of Co-operative Societies
(13) Director of Mines & Geology
(14) Secy for Railways
(15) I. G. of Registration
(16) President, Mysore City Municipality

The replies received from the marginally noted Officers are herewith submitted. In view of the criticisms received and as a result of further consideration, I have further revised the form eliminating items on which it may be difficult to furnish information. If the Chief Secretary approves, the Branches of the Secretariat will be requested to furnish information as to the Special Departmental Statistics which may be included in the Form and the existing reports and returns which may be dispensed with as a result of its adoption.

A draft memo (draft & fair copies) is accordingly put up for approval.

Chief Secy

29/5/18

6/6

6/6

To. The Heads of Branches of the G.O.S.

G.M. no 2513-20/S.A. of 21-02-6-18.

Forwards copy of circular letter no 863-98 of 22-12-17 and the replies recd from the Heads of depts concerned, together with a draft revised form of statistics, and calls for ~~their views~~ information as to the special Deptl statistics which may be included in the form.

Particulars furnished by Bros VI & VII.

Draft of a reminder to the Heads of Depts ~~Bros~~ Branches is sent d.

24/6.

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

P. A. & File No. 210. of 1917.

Serial No.

Reminder No 2658-62 issued on 24 6/18.

From

The joint Secretary to Govt, Mun Deptt. No 3569 dt 19-6-18.

states that he has nothing to suggest as sub-headings under "Special items of work", that no report or return has to be dispensed with on account of the institution of the proposed form; and gives the nos of the G. Os prescribing the several returns dealt with in that Sect.

Submitted for information.

The particulars given by Br VI are in the linked file herewith put up. As they relate to the I & C. section only, the papers will be returned to that Branch for furnishing the promised information as regards the other Sections, as also the particulars regarding returns.

27/6/18.

Seen by the Under Secy on 27/6/18

The note of the Rev Branch is herewith submitted. (vide linked file)

28/6/18.

29/6

The files containing the notes of

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat.

P. A. & File No. 210 of 1917.

Serial No.

Branches II and V are herewith put up. The information furnished by the Branches will be tabulated and submitted after replies are recd from Branches III and IV, who are being reminded.

2/7/18.

2/7

Statements recd from Branches III + IV on 4-7-18.

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

E.A.G. File No. 210 of 191 .

Serial No.

From the Comptroller, Mysore Govt.
No R. 62 dt 30-7-18.
states that it would be more convenient to provide these statistics once a year instead of once a quarter and offers his remarks re the statistics to be given under each of the items in the proposed form.
From the Director of Industries & Com
No 1079/93 dt 2-8-18.
states that the items I to V and VI the form require no change and that the heading "Illustration" under item "collection of Takkavi loans" may be inserted and the heading judicial omitted entirely.
Submitted.
Now that the form has been orders are requested as to what it is necessary to remind the who have not yet replied.
14/8
8/8/18.
From the Supdt, Mysore R
No 36 dt 8-8-18.
furnishes his views re the which quarterly returns are proposed to be called for

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

E & Ag File No. 210 of 191 .

Serial No.

In circular No.863-898 dated the 22nd December 1918 a form for the collection of Quarterly Statistics was circulated to Heads of Departments and their opinion invited. Some of these Officers have replied and in accordance with their suggestions the form has been amended and a revised draft order is put up.

The main object of these proposals is to ensure uniform reports on the progress of work in all Departments. The existing system of periodical reports and returns is not quite satisfactory. We have at present a variety of returns dealing with (1) Touring and inspection work (2) Office business (3) Recruitment (4) Sorting of records (5) Progress of departmental operations and (6) Development of Special Schemes. These returns relate to different periods and have been prescribed as occasion arose without much idea of consistency. The result is that information relating to progress of Departments is scattered over a number of periodicals each of which separately entails ~~many~~ some correspondence.

Instead of this system of piecemeal reports and returns, it is now proposed to have a uniform system of quarterly progress reports dealing with all the important activities of each Department. This will dispense with more than 40 isolated returns.

The new form proposed for the collection of Statistics (annexure A to the draft order) might at at first sight appear ~~rather complicated. This is~~ formidable because

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | File No. 210 of 1917.

Serial No.

~~it~~ is not a single form but a collection of all the forms for the several Departments. Actually all that a Department will have to fill up is ~~under~~ the first nine Headings and perhaps one or two special headings.

When these statistics are received, they will be reviewed in the usual course and a comparative statement prepared for the information of Government on items of work which are common to all Departments.

The Account Department is omitted from these proposals as a separate form is separately prescribed for it.

As regards the work of the Revenue Offices als separate proposals ~~will~~ are submitted.

Chief Secy) NLL 30/9/18

Please consult the other Secretariat

Rev. Secy
Muzrai Secy

In favour of remarks NLL
Secy. Naylor
Given effect to 19/10
hm 25.10.18

Submit for orders
CL. 26/10/18
Secy.)

KS. 26/10/18.

GEN. & REV. SECRETARIAT I REVE 24 OCT 1918 D. 2105689

GEN. & REV. SECRETARIAT VII MUZRAI 26 OCT 1918 D. 710

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat.

G&R File No. 210 of 1917.

Serial No.

This is an omission now rectified
MEW

Seen. It is noted that Mysore is not one of the Depts. from which a return in the form now prescribed is expected.

(Chief Secretary.)

Please consult the Director of Statistics also. Mr Thyagarajier has dealt with reports & returns & their systematisation & his suggestions will be valuable.

30/11/18

Forwarded with compliments to the Director of Statistics for favour of opinion.

30/11

In order to meet any possible difficulties in the working out of the details, an attempt may be made to fill up actually all the headings in the draft form of progress report for all the 24 Departments. If any difficulties are met with the details may be revised or a separate form laid down for each Department.

8/12/18

Chief Secretary.

Draft may be approved

Dewan

8/12/18

NOTE—Contn. sheet.

3126
10.12.18

WD A 1789—GPB—60,000—20-8-18—S.

18

General and Revenue Secretariat. | File No. of 191 .

Serial No.

They were one totally against the introduction of elaborate statistical returns which would [illegible] Our existing [illegible] provinces [illegible] with effect & increase increasing the [illegible] Every dept has its own specialised business & no uniform return can show details fully. Further the habit of [illegible] is not commensurate with advantages.

These returns will always come long after the time. Statistics will be more the wiser — no doubt they speaking the ill [illegible] [illegible]

Moreover the heads of [illegible] give no [illegible] reason [illegible] that the [illegible] use of [illegible] [illegible] [illegible]

Abstract. 19

Quarterly statement of progress of work in the several Departments of the State during the quarter ending.....

I. Number of offices whose work may be considered

(a) good.

(b) average.

(c) unsatisfactory.

II. Subordinate staff-

Number of subordinates, clerical and executive-

Clerical Executive

(a) who are graduates.

(b) who have passed the Intermediate or University Entrance Examination.

(c) who have passed the Matriculation or other equivalent examination.

(d) who have passed the Lower Secondary Examination - (i) English. (ii) Kannada.

(e) who are fully qualified under the rules.

(f) who have no knowledge of English.

(g) who have been exempted from passing the prescribed examinations.

(i) by Heads of Offices under rule 8 of Clerkship Rules as amended in G.O.No.1962-2011/E.A.G.249-17-1 dated 11-4-18.

(ii) by Government.

III. Business Statistics-

No. pending in the office of the Head of Department.							No. pending in subordinate offices.							
Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	Pending for less than 2 months.	Pending for over two but less then six months.	Pending for over 6 months.	Total.	Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	Pending for less then 2 months.	Pending for over two but less than 6 months	For over 6 months.	Total.

Correspondence.

Periodical reports and returns.

Sorting and destruction of records-

	In the office of the Head of the Department.	In subordinate offices of the department.
Sorting-		
No. of records remaining to be sorted at the beginning of the quarter...		
No. of records received during the quarter...		
No. of records sorted during the quarter...		
Balance at the end of the quarter...		
Indexing-		
No. of records remaining to be indexed at the beginning of the quarter...		
No. of records added during the quarter...		
No. indexed during the quarter...		
Balance at the end of the quarter...		
Destruction-		
No. of records awaiting destruction at the beginning of the quarter...		
No. ripe for destruction during the quarter...		
No. of records destroyed...		
No. of records remaining to be destroyed at the end of the quarter...		

Iv Inspections.

(a) Number of ~~inspection~~offices in which monthly test inspection was conducted during the quarter.

(b) Number of offices subjected to surprise inspection.

(c) Number of offices required to be inspected in detail during the quarter.

(d) Number of offices inspected in detail during the quarter.

V Manuals.

Number of manuals which have to be prepared and kept up to date in the Department.	Whether each manual is up to date.	Number of correction slips issued.	If the manual is under preparation, progress made.

VI Notes on special schemes,

Statement showing progress of work in the . . . . . office for the quarter ending . . . .

	During the previous quarter.	During the current quarter.	During the corr ponding period the previous ye
I. General.			
~~Name of Department~~ . . .			
Number of (a) offices			
(b) institutions belonging to the Deptt.			
Average annual cost of the department for 8 years			
Number of (a) officers ~~employed~~. . .			
(b) executive subordinates			
(c) clerical subordinates			
(d) menials ~~establishment~~			
NOTE - The particulars required under this head are of a general character and are intended to ~~require~~ give perspective to the figures under the other heads.			
II. Work of officers -			
Number of officers who work more than 6 hours a day.			
Number of touring officers			
Number of officers who toured the required number of days.			
Number of officers whose itineration was short with percentage of average deficiency			
Number of officers ~~partaking~~ participating in Organization and Development work.			
Number of officers who have specialised in any particular branch of their profession			
Number of Organization and Development subjects which were studied.			
Number of subjects on which notes, etc., were written			
Number of officers who have shown initiative of any kind in setting right defects or making improvements.			
Number of officers who did literary work of any kind (a) connected with their department or profession (b) outside their ordinary work.			
NOTE - The figures under this head are intended to elicit information as to whether the officers of the Deptt are doing their routine work satisfactorily and whether any of them show initiative, originality and a spirit of research.			
Work of subordinates -			
Number of subordinates - clerical and executive (a) who are graduates			
(b) who have passed the matriculation or other equivalent examination.			
(c) who have no knowledge of English.			

DEPARTMENTAL STATISTICS.

Note of explanation.

It is proposed to call for quarterly statistics bearing on the operations of each department so as to obtain a connected idea of the aggregate progress of the department from quarter to quarter. Some of the statistics are already furnished in some of the existing periodical returns which will have to be modified or abolished if the system now proposed is found satisfactory.

Heads of Departments, in order to be able to furnish the statistics, will have to arrange to obtain information from their subordinate officers and issue suitable instructions for the purpose.

Under the first five heads, uniform statistics are possible for all the departments. But under VI and VII, the form will have to be adapted to the requirements of each department.

I. General- Under this head the particulars required are of a general character and are intended to give perspective to the figures that follow.

II. Officers- The figures required under this head are intended to elicit information as to whether the officers of the department are doing their routine work satisfactorily and whether any of them show initiative, -- originality and a spirit of research.

III. Subordinates- The next set of figures required deal with the efficiency of subordinates.

IV. Office Business- Under this head should be given statistics of office business, similar to, but simpler than, those prescribed in Government Order No. dated .

V. Inspections- The figures required under this head deal with the inspection of offices and other establishments.

VI. Special statistics- No uniform plan is possible for gauging the progress of the ordinary work of the several departments. The lines on which information is required are indicated by a few illustrations. Heads of Departments should specify the items of work for which statistics may be usefully collected and to devise proper detailed heads for insertion in the form. The object should be to show not only the total quantity of work done from quarter to quarter, but its relation to the cost incurred, establishment employed or time taken. The statistics -- should be, as far as possible, in terms of 'unit cost','average outturn of work', 'average duration' or other relative standard.

Under VII - Special Schemes- the most essential statistics now furnished in separate returns may be put in.

nil
2/1/17

Statement showing progress of work in the .....

I. GENERAL-

Name of Department...

Number of (a) offices..

(b) institutions..
belonging to the department.

Average annual cost of the department.

Number of (a) officers employed..

(b) executive subordinates..

(c) clerical subordinates..

(d) menial establishment..

II. WORK OF OFFICERS-

Number of officers who have work for more than 6 hours a day...

Number of touring officers...

Number of officers who toured the required number of days...

Number of officers whose itineration was short, with ...

percentage of average deficiancy...

Number of officers partaking in 'Organization and Development work'...

Number of officers who have specialised in ~~the~~ any particular branch of their profession...

Number of 'Organization and Development' subjects which were studied ...

Number of subjects on which notes, etc., were written...

Number of officers who have shown initiative of any kind in setting right defects, or making improvements...

Number

Number of officers who did literary work of any kind

(a) connected with their department or profession...

(b) outside their ordinary work...

III. WORK OF SUBORDINATES-

Number of subordinates - clerical and executive

(a) who are graduates...

(b) who have passed the matriculation or other other equivalent examination...

(c) who have no knowledge of English...

Number of subordinates - clerical or executive, whose work was

(a) above the average...

(b) average...

(c) less than average...

IV. OFFICE BUSINESS-

Total number of letters, petitions, periodical returns etc., pending at the beginning of the quarter...

Do. do. received during the quarter...

Total number of papers for disposal...

Total number of papers disposed of...

Percentage of disposal to total correspondence that had to be dealt with...

Number of records or ~~drafts~~ dafters which were sorted, arranged and indexed...

Number of records awaiting to be sorted...

Number of records destroyed...

V. INSPECTIONS-

Number of offices and institutions to be inspected during the period according to approved rules...

Number actually inspected...

Number of ~~defaxxxing~~ officers, who failed to do their allotted inspection duty and the average percentage of defect.

VI. SPECIAL STATISTICS ADAPTED TO EACH DEPARTMENT-

Particulars showing progress of selected items of departmental work...

Illustration-

Collection of revenue...

Arrears..

Current demand..

Total to be collected..

Amount actually collected..

Percentage of collection to total demand...

Execution of works-

Number of incomplete works on hand...

Number of new works sanctioned...

Number of works completed...

Outlay...

Percentage of cost of establishment to total outlay...

Judicial-

Cases pending at the beginning of the quarter..

Cases instituted during the quarter...

Total number of cases...

Cases actually disposed of...

Pending cases...

Average duration of each case...

VII. STATISTICS SHOWING PROGRESS OF SPECIAL SCHEMES-

28 D.560
31-10-18

Proceedings of the Government of His Highness
the Maharaja of Mysore.

****

Read--

Government order No.291-8-2420-7 dated 7th November 1902 prescribing the form for the monthly progress report of Forest Settlement operations.

2. Letter No.C.160 Gl. dated 26th July 1918 from the Revenue Commissioner in Mysore submitting a revised form for approval.

3. Letter No.2965 dated 4th September 1918 from the Conservator of Forests in Mysore approving of the form -- proposed by the Revenue Commissioner with certain modifications.

********** E/

O r d e r,-- No. R. 5307-9/Ft.32-18-4

Dated Bangalore, the 31-10-1918.

The form proposed by the Revenue Commissioner and modified by the Conservator of Forests, is approved. The revised form is appended to the order.

H.S.
Note for grants by staff:
Departl: Essentials.
nepe

Madana Chendra
Secretary to Government,
Revenue Department.

To

The Revenue Commissioner in Mysore.
" Conservator of Forests in Mysore.
Copy to the Efficiency Audit Branch.
The Superintendent, Government Stationery.

GKV.1

Statement showing progress of Forest Settlement operations in the .....District

for the month of ..... 19 .

Name of Block.	Area in square miles.	Number and date of -- Notification under Sec.4 of the Forest Regulation.	Number and date of -- Notification under Sec.5 of the Forest Regulation.	Dates on which the settlement work was begun and completed.	No.& date of the communication with which the records were sent to the Deputy Commr. for disposal of appeal if any.	No.& date of order if any passed by the Deputy Commr.& of the communication returning records to the Forest settlement officer.	No.& date of the communication with which the final Notification was sent by the Settlement officer to the Deputy Commr.	Date on which the final Notification was forwarded to the Revenue Commr. by the Deputy Commr.	Date on which the final notification was forwarded to Government by the Revenue Commr.	Names of forests for which final notification under Sec. 17 of the Forest Regulation have been submitted and are pending before Government.	Remarks (Explanations for delay etc.)
1	2	3	4	5	6	7	8	9	10	11	12

GKV.4

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE.

Bangalore 28th October 1917

My dear Sir.

As desired by you, I herewith submit the draft form of the statement to be submitted monthly by the Amildars showing the progress made in each month in some essential matters relating to the administration of the Taluk in the Revenue and Local Fund Departments.

Yours sincerely
T. Sundaramiyar

Sir M. Visvesvaraya. KBE & CSI & KCIE
Dewan of Mysore

Statement of progress made in certain important branches of work ~~for~~ in the Taluk for the month of .

I. Darkhasts.

1. Assessed lands.

i. No. of applications pending at the beginning of the month.

ii. No. received during the the month.

iii. No. disposed of during the month.

iv. No. pending at the end of the month:

(a) for more than 3 months.

(b) for more than 6 months.

(c) for more than 1 year.

2. Unassessed lands. (Kharab and Gomal).

---

i. No. of applications pending at the beginning of the month.

ii. No. received during the month.

iii. No. disposed of during the month.

iv. No. pending at the end of the month:

(a) for more than 3 months.

(b) for more than 6 months.

(c) for more than 1 year.

II. D.C.B. of Land Revenue including Revenue Miscellaneous.

1. Demand for the month:

(i) Current year.

(ii) Previous years.

Total.

2. Collections:

(i) Out of current year's demand.

(ii) Out of previous year's arrears.

Total.

3. Balance:

(i) Towards current year's demand.

(ii) Towards arrears of previous years.

Total.

III. Takavi Land Improvements Loans and Advances.

1. No. of applications pending at the beginning of the month.

2. No. received during the month.

3. No. disposed of during the month.

4. Recovery of instalments:

(a) Demand (including arrears).

(b) Collection.

(c) Balance.

IV. Correspondence.

1. No. of papers pending at the beginning of the month.

2. No. received during the month.

3. No. disposed of during the month.

4. No. pending at the end of the month:

(i) for more than 3 months.

(ii) for more than 6 months.

(iii) for more than 1 year.

5. No. of papers pending with Sheikdars at the end of the month

V. Sorting of Records.

1. No. of daftars remaining unsorted at the beginning of the month.

2. No. sorted

(a) by the Special Staff.

(b) by the ordinary Staff.

3. No. remaining unsorted at the end of the month.

4. No. of papers indexed.

VI. Restoration of Minor Tanks.

1. Total No. of minor tanks in the Taluk

(i) Restored.

(ii) Unrestored.

2. No. proposed to be taken up for restoration during the ~~(month)~~ year

3. No. of tanks for restoring which estimates have been sanctioned and which are in progress.

(i) sanctioned in previous years.

(ii) sanctioned in current year.

4. Amount spent during the month.

5. Total amount of work bills paid during the year up to the end of the month.

6. Total cost of Establishment up to the end of the month.

VII. Tank Panchayets.

1. No. for which ~~courts~~ Constitution of Panchayets has been sanctioned.

2. No. for which Panchayets have been actually constituted.

3. No. of Panchayets which are doing real work.

4. No. of proposals submitted for the Constitution of Tank Panchayets and pending sanction.

VIII. Village Forests.

1. No. of Village Forests constituted.

2. No. for which proposals have been submitted.

IX. Village Improvement.

1 (a) No. of Village Improvement Committees in action.

(b)

2. No. of villages agreeing to levy Cess under the Local Boards Regulation.

3.

(i) Funds contributed by the ryots for Village Improvement works during the year up to the end of the month.

(ii) Government grant for the works.

4. Amount spent on works up to the end of the month.

5. No. of Schools working under grant-in-aid system.

i. Boys

ii. Girls

iii. Adults.

6. No. of Villages having Rural Libraries and Reading Rooms.

7.
(i) No. of Villages having a Common Fund.

(ii) Amount of the Fund.

8. No. of Villages doing half a day's work every week.

9. No. of Villages having weekly readings.

X. Village Courts.

1. No. established.

2. No. of cases admitted during the month.

3. No. of cases disposed of during the month.

4. No. of cases pending at the end of the month.

XI. Village Extensions.

1. No. of Villages requiring Extension.

2. No. of Villages in respect of which action has been taken up to the end of the month.

3. No. for which Proceedings under the Land Acquisition Regulation have been completed.

XII. Major and Minor wants.

1. When were the lists last revised?

(2) No. brought on the lists since 1st July 1917.

3. Number completely attended to up to the end of the month.

4. No. under enquiry or investigation at the end of the month.

XIII. Efficiency.

1. To what extent are the suggestions for improving the efficiency of officers followed? Give the No. of the paras which are not followed.

2. No. of inspections of the Taluk office conducted by the Amildar since the beginning of the year.

3. Total No. of officials on the establishment, Ministerial and Executive.

(a) No. working with zeal and not requiring supervision.

(b) No. requiring supervision.

XIV. Large Landed Estates.

1. No. of applications pending at the beginning of the month.

2. No. received during the month.

3. No. sanctioned during the month.

4. No. pending at the end of the month.

XV. Drinking Water-supply.

1. No. of villages requiring wells.

2. No. of wells sanctioned and in progress.

i. of previous years.

ii. of current year.

3. No. completed during the month.

4. Amount spent during the month.

5. Total expenditure during the year up to the end of the month.

XVI. Municipalities.

1. No. of Municipalities in the Taluk, Town and ordinary.

2. No. having Non-official Presidents.

3. No. having Non-official Vice-Presidents.

4. Sanctioned allotment for Sanitary and Public improvements.

5. Total amount of the estimates for works sanctioned or in progress.

6. Amount spent out of the allotment up to the end of the month.

XVII. Taluk Boards.

1. Whether the President is Non-official or Official?

2. Whether the Vice-President is Non-official or Official?

3. Sanctioned allotment for Sanitary and Public improvement.

4. Total amount of the estimates for works sanctioned or in progress.

5. Amount spent out of the allotment up to the end of the month.

Note Items XV & XVII pertain to the Local Fund Branch of the Administration which is not under the control of the Revenue Commissioner.

8 LD 1060 G A G. 210 841 37

General and Revenue Secretariat,

No. Bangalore, November 1917.

From

C.S.Balasundaram Iyer, Esq., B.A.,

Chief Secretary to the Government of Mysore.

To

The Heads of Departments.

Sir,

I am directed to state that Government proposed to call for statistics bearing on the operations of each department in the accompanying form so as to obtain a connected idea of the aggregate progress made from quarter to quarter. Headings and explanatory notes are attached wherever necessar Some of the statistics are already furnished in the existing periodical reports and returns which will have to be suitably modified or abolished if the new system is ordered to be introduced.

2. Heads of Departments should obtain the statistic from their subordinate officers, review them once a quarter and submit a copy of the review to Government together with consolidated figures for the whole department.

3. Under the first five main headings uniform stati stics can be given for all the departments but under headir VI and VII, the form will have to be adapted to the requir ments of each department.

4. With these remarks, I am directed to request tha you will be so good as to furnish your views on the propos form at a very early date. Suitable detailed headings unde VI (work of the department) and VII (special schemes) may b

be given , and the existing reports and returns, if any, which will have to be dispensed with or modified may be indicated.

I have the honour to be,

Sir,

your most obedient servant,

OFFICE OF THE SUPERINTENDENT
No. 2354
9.11.17
BANGALORE
GOVERNMENT PRESS

(Sd) C. S Balasundaram Iyer

Chief Secretary to Government.

Press copy
N.W. Rao
For Chief Secretary
(Two clear proofs may be sent before to morrow evening)

Set second proof
Initialed
W.D.B.S. 9/11
9/11

39

EAg 210

WD 067—GPB—200—20-4-16

No. 71
Enc.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
11 JAN 1918

GEN. & REV. SECRETARIAT
11 JAN 1918

OFFICE OF THE SUPERINTENDENT OF
INAM SETTLEMENTS IN MYSORE.

Dated Bangalore, 9 January 1918.

D. 365
11-1-18

FROM

D. K. DARASHAH, ESQ., B.A.,
Superintendent of Inam Settlements in Mysore,
Bangalore.

3000

To

C. S. Balasundaram Iyer, Esqr. B.A.
Chief *Secretary to the Government of*
H. H. the Maharaja of Mysore,
~~*Department*~~.

SIR,

With reference to your letter No. 863-898 / EAG. 210 dated 22nd December 1917 requesting my views on the proposed form for Statistics of Business in the Inam Department, I have the honor to state that the forms received with the above, give all the details regarding the work of the Inam Department under headings I to V, and that there is scarcely anything in the present work of the Department to be entered under headings VI and VII. If the form, under reference, be approved the present half-yearly return showing the Statistics of Business may

ay be dispensed with.

I have the honor to be,
Sir,
your most obedient Servant,
[illegible]
Superintendent of
Inam Settlement.

GENERAL AND REVENUE SECRETARIAT,

Bangalore, 22 December 1917.

No. 863-898.—E. A. G. 210.

FROM

C. S. BALASUNDARAM IYER, ESQ., B.A.,
Chief Secretary to the Government of Mysore.

To

The Heads of Depts

SIR,

I am directed to state that Government propose to call for statistics bearing on the operations of each department in the accompanying form so as to obtain a connected idea of the aggregate progress made from quarter to quarter. Headings and explanatory notes are attached wherever necessary. Some of the statistics are already furnished in the existing periodical reports and returns which will have to be suitably modified or abolished if the new system is ordered to be introduced.

2. Heads of Departments should obtain the statistics in question from their subordinate officers, review them once a quarter and submit a copy of the review to Government together with consolidated figures for the whole department.

3. Under the first five main headings, uniform statistics can be given for all the departments, but under headings VI and VII, the form will have to be adapted to the requirements of each department.

4. With these remarks, I am directed to request that you will be so good as to furnish your views on the proposed form at a very early date. Suitable detailed headings under VI (work of the department) and VII (special schemes) may be given, and the existing reports and returns, if any, which will have to be dispensed with or modified, may be indicated.

I have the honour to be,
Sir,
Your most obedient servant,

Sd. C. S. Balasundaram Iyer

Chief Secretary to Government.

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
I. General—			
Number of (*a*) offices ... ... (*b*) institutions belonging to the Department			
Average annual cost of the department for three years.			
Number of (*a*) officers ... ... (*b*) executive subordinates ... (*c*) clerical subordinates ... (*d*) menials			
NOTE.—The particulars required under this head are of a general character and are intended to give perspective to the figures under the other heads.			
II. Work of officers—			
Number of officers who work more than 6 hours a day.			
Number of touring officers			
Number of officers who toured the required number of days.			
Number of officers whose itineration was short and			
Percentage of average deficiency ...			
Number of officers taking part in Organization and Development work.			
Number of officers who are specialising in any particular branch of their profession.			
Number of Organization and Development subjects which were studied and on which notes, etc., were written.			
Number of officers who have shown initiative of any kind in setting right defects or making improvements.			
NOTE.—The figures under this head are intended to elicit information as to whether the officers of the Department are doing their routine work satisfactorily and whether any of them show initiative, originality and a spirit of research.			
III. Work of subordinates—			
Number of subordinates—clerical and executive—			
(*a*) who are graduates			
(*b*) who have passed the matriculation or other equivalent examination.			
(*c*) who have passed local tests required by rules.			
(*d*) who have no knowledge of English ...			

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Number of subordinates—clerical or executive, whose work was,—			
(a) above the average			
(b) average			
(c) less than average			
IV. Office business—			
Total number of letters, petitions, periodical returns, etc., pending at the beginning of the quarter.			
Total number of letters, petitions, periodical returns, etc., received during the quarter.			
Total number of papers for disposal ...			
Total number of papers disposed of ...			
Percentage of disposal to total correspondence that had to be dealt with ...			
Number of records or dufters which were sorted, arranged and indexed.			
Number of records awaiting to be sorted ...			
Number of records destroyed			
NOTE.—Under this head should be given statistics of office business similar to but simpler than those prescribed in G. O. No. 688-726—E. A. 8-15-1, dated 28th October 1915.			
V. Inspections—			
Number of offices and institutions to be inspected during the period according to approved rules			
Number actually inspected			
Number of surprise inspections held ...			
Number of officers who failed to do their allotted inspection duty and ...			
the average percentage of deficiency ...			
VI. Special statistics adapted to each Department.—			
Particulars showing progress of selected items of departmental work.			
Illustrations.—			
Collection of revenue.—			
Arrears			
Current demand...			
Total to be collected			
Amount actually collected			
Percentage of collection to total demand...			
Do to total expenditure ...			
Execution of works.—			
Number of incomplete works on hand ...			
Number of new works sanctioned ...			
Number of works completed... ...			
Outlay			
Percentage of cost of establishment to total outlay			

Statement showing progress of work in the..... Office/Department for the quarter ending..... .....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Judicial.—			
Cases pending at the beginning of the quarter			
Cases instituted during the quarter ...			
Total number of cases			
Cases actually disposed of			
Pending cases			
Average duration of each case ...			
Average outturn of work for each class of officers			
NOTE.—Heads of Departments should specify the items of work for which statistics may be usefully collected and devise proper detailed heads for insertion in the form. The object should be to show not only the total quantity of work done from quarter to quarter but also its relation to the cost incurred, establishment employed and time taken. The statistics should as far as possible be in terms of "unit cost", "average outturn of work", "average duration" or other relative standard.			
VII. Statistics showing progress of special schemes—			
NOTE.—The most essential statistics now furnished in separate returns may be put in.			

W DA 1060—GPB—100—20-12-17

45

D. 382
15-1-18

B. M. 109]

OFFICE OF THE PRESIDENT,
MUNICIPAL COUNCIL,
BANGALORE CITY, DATED.....10-1-...1918.

FROM

DEWAN BAHADUR RAJA SABHA BHUSHANA
K. P. PUTTANNA CHETTY, ESQ., C.I.E.,
Honorary President, Municipal Council,
Bangalore City.

To

The Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
~~Government of Mysore Department~~
Bangalore.

SIR,

With reference to your letter No. 363-898/E.A.G.210 dated the 22nd December 1917 calling for my views on the adoption of the form of the statement appended thereto showing the progress of work done in the several departments in every quarter, I have the honor to state that the form seems to serve the purpose for which it is intended and does not seem to require any modifications.

2. In the event of the new form being introduced, the half yearly return prescribed in Government Order No. 688-726/E.A. 8-15-1 dated the 28th October 1915 may be dispensed with.

I have the honor to be,
Sir,
Your most obedient servant,
K P Puttanna Chetty
Honorary President.

C.R.G.

46

GPB—2,000—20-8-13

GEN. & REV. SECRETARIAT. VIII E. A. 15 JAN 1918

1917-18.

From The Honorary Resident Municipal Council Bangalore city

To The Chief Secretary to the Government of Mysore Bangalore.

Dated 10th } January 1917
Despatched 12th }

Received

General No. 193 / No.

GEN. & REV. 15 JAN 1918

3438

Enclosure No.

Submitting Hon: Resident's Views on the adoption of the form of the Statement appended to Govt order No 363-898 / E.A.G 210 dated 22nd December 1917

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
21 JAN 1918

WD A0850—GPB—1,000—15-9-17

D. 401
21-1-18

C. C. O. 3]
Address.

OFFICE OF THE CHIEF COMMANDANT,
MYSORE STATE TROOPS,

Dated Bangalore, the 16th *january* 1918.

Postal: Window delivery,
No. 13, Bangalore.
Telegraphic: "Statroops"
Bangalore

4216

No. 6515,
Enc. —

GEN. & REV. SEC.
27 JAN 1918

FROM

Colonel. J. Desaraj Urs., C.I.E., M.V.O.,

Chief Commandant, Mysore State Troops,

Bangalore.

To

C.S. Balasundaram Iyer Esq., B.A.,
Chief Secretary to Govt. to H.H. the Maharaja
of Mysore, Bangalore.

Sir,

With reference to your letter No.863-898 E.A.G.210 dated 22nd December 1917 I have the honor to state that the only institution which could furnish the statistics bearing on the operations of the Military Department is the Chief Commandant's office. All other being Minor institutions under executive Officers of the Department are not such as could be expected to furnish the statistics required in the state--ment appended to your letter. Further the nature of the duties to be performed by Officers in the Military Department is quite different from what is included under heading II and there are no statistics to be furnished by this Department under heading VI and VII of the propose statement.

I have the honor to be,
Sir,
Your most obedient servant,

J Desaraj
Colonel.
Chief Commandant,
Mysore State Troops.

S.C. 146-17
REV. SECRETARIAT VIII
E. AUDIT.
21 JAN 1918
21 JAN 1918
4217
D. No. 400
21-1-18
48

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

Bangalore, dated 18th January 1918.

FROM

K. CHANDY, Esq., B.A.,
~~K. RAGHAVENDRA RAO, ESQ., B.A.,~~
Excise Commissioner in Mysore.

To

C. S. BALASUNDARAM IYER, Esq., B.A.,
Chief *Secretary to the Government of*
His Highness the Maharaja of Mysore,
~~*Department*~~,
Bangalore.

Sir,

Adverting to your letter, No. 863-898/E.A.G. 210, dated 22nd December 1917, calling for my views on the proposed form of statistics bearing on the operations of each Department; I have the honor to state as follow :-

2. The marginally noted periodical returns are now being submitted to Government, of which No. 2 (Statistics of work done) furnishes practically all the information under item No. IV of the proposed form.

1. D.C.B.Statements.	Monthly.
2. Statistics of work done in the Head Office.	Half yearly.
3. Statements of Remissions and Refunds sanctioned.	Quarterly.

3. Statistics of collection of Revenue covered by item V are separately submitted to Government in the form of Demand, Collection and Balance Statements, which embody full and detailed information on all essential points. Its compilation again in the form suggested in the Government Order under reference would seem to be superfluous.

4. As regards the other items, I am somewhat doubtful whether accurate and reliable statistics can be obtained. If it should be finally decided to adopt the proposed form, I beg to submit that as the officials of the Excise Branch of the Deputy Commissioners' Office are probably the heaviest worked in that office, it will be impossible

49

WD A0260—GPB—1,000—7-12-17

191

FROM

P. RAGHAVENDRA RAO, ESQ., B.A., B.L.,
Excise Commissioner in Mysore.

To

Secretary to the Government of
H. H. the Maharaja of Mysore,
Department,
Bangalore.

Dated

Despatched

Received

Gen

Enclosure No.

SUBJECT.

impossible for them to cope with this additional work and that an -- additional clerk on 30 rupees for each District Excise Office and an allowance of 20 rupees for one of my clerks are required.

I have the honor to be,
Sir,
Your most obedient servant,

K. Chandy

Excise Commissioner.

K.N.

MRG-1.

51

191 8

FROM

THE INSPR.-GEN. OF PRISONS
IN MYSORE, BANGALORE.

To The Chief Secy. Govt of Mysore.

4653

Dated } 23rd January 18
Despatched }

Received

General No. 175
No. 1-18

24 JAN 1918

Enclosure No.

Furnishes views regarding the quarterly statement proposed to be introduced by Govt.

Pris. 3]

GEN. SECRETARIAT
VIII
E. AUDIT.
24 JAN 1918

52

No. 175/1-18

Office of the Inspr.-Gen. of Prisons in Mysore,

Dated Bangalore, 23rd January 1918.

FROM

Rajakaryapravina Rao Bahadur,
T. V. Arumugam Mudaliar, Esquire, M.B., C.M.,

Inspector-General of Prisons
in Mysore, Bangalore.

D. 408
SECTION E.A.G.
F. 210
6

To

C. S. Balasundaram Iyer, Esquire, B.A.,
Chief Secretary to the Govt of H H the Maharaja of Mysore.

SIR,

With reference to your letter No. 863-898/E.A.G. 210 dated 22nd December 1917 requesting my views on the form proposed to be introduced for the submission to Government by the Heads of Departments of statistics bearing on the operations of the Departments every quarter &c, I have the honor to state that the form proposed may be introduced as has been contemplated.

As regards items relating to the Prisons Department which should appear under heading VI, I would propose that the following may be adapted:-

(a) Collection of outstanding debts:-

Arrears at the beginning of the quarter:-

Credit allowed during the quarter:-

Total:-

Collection during the quarter:-

Balance remaining at the end of the quarter:-

Percentage of collection to the total demand:-

(b) Working of the Industrial Department:-

Number of orders (Pertaining to Prisons Department, other Government offices and general public) unexecuted at the beginning of the quarter:-

Number received:-

Total:-

Number

Number completed:-

Number partly done:-

Number not commenced:-

Average duration of time taken for the execution of each order;-

3. The items coming under the heads "Execution of works" and "Judicial" do not relate to this Department.

4. In case the form now proposed is introduced the following - returns which are submitted to Government at present may be done - away with:-

(1) Progress report of important subjects receiving attention.

(2) Half-yearly return of business statistics prescribed in G. O. No. 688-726/E.A.G. 8-15-1 dated 28th October 1915.

(3) Monthly statistics of the touring and inspection work - done by the Inspector-General of Prisons.

(4) The Demand, Collection and Balance in respect of supplies made on credit, prescribed by Government in their order No. 6438-78/San 54-10-56 dated 9th March 1912.

I have the honor to be,

Sir,

Your most obedient servant,

Inspector-General of Prisons.

W D A497—GPB—500—14-9-17

Telegraphic Address
"Agri., Bangalore."

D. 410 54
29-1-1918
& A 8208 7

DEPARTMENT OF AGRICULTURE,
MYSORE STATE.

Bangalore,

January 23, 1918

No.

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,

DIRECTOR OF AGRICULTURE IN MYSORE,

BANGALORE.

To

C.S.Balasundaram Iyer, Esq., B.A.,

Chief Secretary to the Govt. of H. H.

the Maharaja of Mysore, Bangalore.

SIR,

With reference to your Circular letter No.863-898/E.A.C. 210 of the 22nd December 1917 I have the honour to state that I personally do not consider any useful purpose will be served by a quarterly report of the character contemplated. My Office is at present hopelessly overworked and the compilation of such a report would mean simply further blocking of the regular work of the Department. I have the honour to note further that this Department is already expected to submit the following reports:-

1. An Annual Administration Report.
2. A short Annual Report for the Dewan's speech.
3. A short report for the June Session of the Economic Conference.
4. A Short Report for the April Session of the Representative Assembly;
5. A quarterly report to Government.
6. A Special Report every six months on Research and Investigation Work done.

This gives a total of ten reports to Government every year in place of the two which used to be called for. It seems to me perfectly obvious that an increase in report writing such as

7

as is now demanded is certain to interfere seriously with the regular work of the Department.

I have the honour to be,

Sir,

Your most obedient servant,

H Kirchner

for Director of Agriculture.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
28 JAN 1918

56

1918

From
The Director of Agriculture
in Mysore, Bangalore

To
The Chief Secretary,
to Govt., Bangalore.

Dated 23-1-1918
Despatched 26
Received 212
General No.
No.
Enclosure No.

GEN. & REV. SEC.
28 JAN 1918

5123

Furnishes opinion in re submission of Reports and Statistics of the Department.

GEN. & REV. SECRETARIAT VIII
E. AUDIT.
29 JAN 1918
29 JAN 1918
WD 2638—GPB—1,000—11-5-17

No. 1436

5275

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,

Dated Bangalore, 26th January 1918.

FROM D. B. Ramachandra Mudaliar, Esq.,
~~C. H. YATES, Esq.~~,
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of Mysore,
Bangalore.

SIR,

With reference to your letter No. 863-898/ E. A. G. 210, dated the 22nd December 1917, I have the honor to state that the form suggested for calling quarterly statistics bearing on the operation of each department may be adopted.

The following particulars are suggested under the heading VI as being suitable for the Press:-

Execution of Jobs.

No. of incomplete Jobs on hand--
(a) Regular Jobs.
(b) Indent Jobs.

No. of New Jobs received-
(a) Regular Jobs.
(b) Indent Jobs.

No. of Jobs Completed--
(a) Regular Jobs.
(b) Indent Jobs.

Approximate cost of Jobs completed.

Percentage of cost of Permanent Establishment to the cost of Jobs completed.

Number of Jobs undertaken for private parties.

Amount realised from Private Jobs and credited to the Treasury.

Balance to be collected.

No. of subscribers to the Mysore Gazette-
(a) English.
(b) Kanarese.

Number of subscribers at-

(a) Full Rates.
(b) Half-rates.
(c) Free.

Number of Gazettes supplied free of cost to Government Officers.

Gazette Receipts under all heads.

Number of books registered.

Number of books for which copyright was secured.

Amount of Expenditure-

(1) Controlling Staff.
(2) Permanent Establishment.
(3) Piece-Work Establishment.
(4) Overtime.
(5) Travelling Allowance.
(6) Electric Power and Light.
(7) Material and Type.
(8) Contingencies.

Under the heading No. VII the following special schemes may be included, as requiring attention:-

(1) Improvement of Kannada Typography.
(2) Institution of Photo-Zinco Office.
(3) Extension of Lithography and Offset Printing.
(4) Making of Line, Half-tone and Three colour Blocks.
(5) Revision of the wages of the Piece-Work Establishment.
(6) Introduction of Electro-typing and extension of Stereo-typing.
(7) Placing the Printing School on a Permanent basis.

The following statistics that are now being furnished in separate Returns may also be inserted under this head:-

(1) Number of servants dismissed.
(2) Number of Pension Applications pending.
(3) Number of Europeans employed.

I have the honor to be,
Sir,
Your most obedient servant,

Superintendent,

Government Press.
B.V.S

59

No. 4755

E A 4

210.
22 Nov

OFFICE OF THE METEOROLOGICAL REPORTER
TO THE GOVERNMENT OF MYSORE.

Dated Bangalore 8th February 1918

D. 441
5.2.18

From

The Meterological Reporter
to the Government of Mysore.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of Mysore.

Sir,

With reference to Government Order No.863-898--E.A. G.210 dated the 22nd December 1917 re statistics proposed to be called for by Government bearing on the operations of each department in the form attached thereto, I have the honour to submit as a sort of preliminary that the nature of the work of the Meteorological Department is such that everything has to be done with almost clocklike regularity. The observations are recorded at stated hours and the utmost punctuality is a prime necessity. The reduction and tabulation of the observations recorded as above indicated, require time and they are attended to subsequently. As a consequence the work of the Meteorological Department is almost always up-to-date.

2. Comming now to the letter under reference, I have the honour to state that statistics under headings I to V can be furnished by the Meteorological Department in a general way. As regards headings VI & VII, I have the honour to suggest that under the former, the printing of the hourly values of the

60

self-recording instruments of the Bangalore Observatory may be put down as a detailed heading, it being a selected item of departmental work.

3. The Hourly Values for 1907 are nearly printed and they will be published as 'Mysore Meteorological Memoirs No.III' very shortly. The values for the remaining years 1908 to end of 1917 have yet to be published to bring the series up-to-date. At the rate at which work is being done at the Government Press, I fear, it will take quite a number of years, as many as there are yearly volumes before all the accumulated records can be published.

4. As regards heading VII, I have the honour to state that when 25 years' data have accumulated, some arrangement will will be proposed and submitted to Government for the discussion of the same. Twenty three years' records are now complete.

5. Further, I have the honour to state that Indian Meteorology is being studied as a whole by the Imperial Meteorological Department and the Mysore Meteorological Department has been organised with a view to furnish data regarding the Meteorological conditions prevailing over the tract of country designated the Mysore State which forms a Meteorological Province by itself having distinctive features of its own.

6. If the new system proposed in the Government Order under reference be introduced, then there will be no necessity for the following returns:-

(i) Review of Progress (half yearly). Sanctioned in Government Order No.G.9252-301/G.M.411-16-1 dated 5th January 1917;

(ii) Statement of business statistics (half yearly) . Sanctioned

in

in Government Order No.688-726/E.A.8-15-1 dated 28th October 1915.

I have the honour to be,

S i r,

Your most obedient servant,

Meteorological Reporter,

BK.

Mysore Government.

62

C.N. & R. SECRETARIAT
VIII
E. AUDIT.
9 FEB 1918

191 8.

From

The Meteorological Reporter

to the Government of Mysore,

Bangalore.

9 FEB 1918

0749

To

The Chief Secretary to the

Government of Mysore,

Dated } 8th February 1918.
Despatched }

Received

General No. 475 of 1917-18.

Enclosures No.

S u b j e c t.

Submitting his views on the form proposed in the Chief Secretary's letter No. 863-898/E.A.G.210 dated the 22nd December 1917.

R.O.C. No. 608.

D. 420
18.2.18. 63

Chief Court of Mysore,

Bangalore, 13th February 1918.

15

16 FEB 1918

From

N. T. Gopaliengar Esq., B.A., LL.B.,

7599

Registrar of the

Chief Court of Mysore.

To

C. S. Balasundaram Iyer Esq., B.A.,

Chief Secretary to the Government of Mysore,

Bangalore.

S i r,

Adverting to the last paragraph of your letter No.863-898/E.A.G. 210 dated the 22nd December 1917 I am directed to submit the following observations for the consideration of the Government.

The compilation and consolidation of the proposed returns will involve an amount of labour which has perhaps been somewhat under-estimated and the Judges doubt whether so far as the Judicial Department is concerned, the result in value to the Government will be proportionate to the labour.

It is not possible to estimate satisfac-torily the value of the relation between the quantity of judicial work done and the cost of doing it from quarter to quarter: the cost varies but little in the period, the quantity may vary considerably, the establishment rarely varies.

Moreover against the cost of the establish-ment which is all that is suggested for embodiment in the return, should be set the income received from Court fees, fines and sale of copying sheets, if it is thought that any

valuable

valuable conclusion can be drawn from a comparison of the cost and the work done. And to compile and consolidate returns of these matters every quarter would be a very laborious proceeding. Consequently it seems hardly necessary to compile every quarter a return suggested for item I of the statement proposed.

As to item II it does not seem likely that a return in the form proposed would really be of much value. It is for one thing impossible to state with any accuracy the number of officers who work more than six hours a day: the hours of sitting in Court afford no criterion. The figures would depend simply on the statements of the officers themselves; and a statement of the number of officers working six hours a day is not of great value unless their names are given. The individuals may vary from quarter to quarter the number remaining constant. The half yearly confidential reports would seem to give all the information required to enable the Government to judge of the work of individual officers, but they might be amplified by showing some statistics of quantity of work done if that is deemed necessary. A quarter is a short period in which to judge of judicial work and a quarterly return besides being laborious to prepare is likely to give an inaccurate idea of the work done.

As regards item III the Judges venture to think that the work of subordinates may well be left to the Heads of offices and Departments. The statistics of qualifications can be compiled of course but they vary so little from quarter to quarter, that an annual return would seem sufficient, or a statement attached to the annual departmental report.

The statistics of work could never be accurate, and the 'average' would represent merely the idea of the head of the office.

If the Revenue Commissioner for example were to return

a percentage of 60 of clerical subordinates working over the average, the Chief Engineer a percentage of 70 and the Chief Court a percentage of 50, the Government would really be none the wiser but the clerks of the various departments would have had a lot of extra work in preparing the returns.

Item IV could be compiled without difficulty but the correspondence of the judicial department is neither extensive nor generally speaking of great importance and perhaps a quarterly return would be making more of it than is warranted. A quarterly return of record room work might be useful but would not give any very accurate idea of the work done, the period being rather short to form a satisfactory test. Progress reports of special establishments for dealing with records are at present received.

The Judges do not propose to prescribe any particular proportion of office inspection work to be done in each quarter, and think that the information given in the annual reports is a better guide than a quarterly statement.

At present the Chief Court reviews the work of the Courts on lines suggested in item VI, and copies of those reviews can, if desired, be submitted for the information of the Government. The present returns do not show the average out-turn of work for each class of officers in that form, but there is no difficulty in providing for that information. In the statement the "average duration of each case" is doubtless a slip: 'each class of cases' is probably intended.

I am to say that the Judges have ventured to make these criticisms and observations in view of the fact that the first paragraph of the letter under ~~advertance~~ reference indicates that no final decision has yet been arrived at, and I am to suggest that the Government may be able to form an opinion of the progress of the work of the judicial department if supplied

by

by the Chief Court with copies of its periodical reviews of the work of the Courts and of the process and copyists departments supplemented by the fuller information given in the Annual reports.

I have the honor to be,

S i r,

Your most obedient servant,

R E G I S T R A R.

TSK.

Telegraphic Address: *Stateworks*

D. 571
26. 2. 18

67

No. 486 / 2475

MYSORE P. W. DEPARTMENT.

CENTRAL OFFICE,

Bangalore, 22nd February 1918.

From

S. CADAMBI, ESQ.,

Joint Secretary to the Government of Mysore,

Public Works Department.

8775

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief Secretary to Government,

Bangalore.

SIR,

I have the honour to acknowledge the receipt of your circular letter No.863-898/E.A.G.210 dated the 22nd December 1917, regarding the proposal to call for statistics connected with the work of each Department in the form suggested and requesting my views thereon.

2. I am of opinion that the form proposed will be suitable with slight modifications, as shown hereunder:-

II. Work of officers.

Work connected with organisation and development may constitute itself into a separate heading, as the nature of work is such that all the officers of a Department are not likely to take part in it. The following items may therefore be grouped together under a separate heading:-

(a) Number of officers taking part in Organisation and Development work.

(b) Number of Organisation and Development subjects which were studied and on which notes, &c., were written.

3. Under VI, special statistics adapted to each Department, the heading "Execution of works" may be retained for this Department. It may, however, be observed that, as the works undertaken by, and in progress in, the Public Works Department cannot be completed under a year, the figures to be furnished quarterly against each item are not likely to vary much.

This heading may be recast as shown below:-

Works.	No. of incomplete works in hand.	No. of works sanctioned.	No. of works completed.	Outla
. Civil Works.				
Buildings (Original				
(				
(Repairs.				
2. Irrigation (Original)				
Major				
Minor				
3. Mis:Pub:Improvements				
Original				
Repairs				
4. Projects prepared-No.				
Irrigation.....				
Buildings.....				
Communications...				
Mis:Pub:Impts.....				

4. It may also be stated that as the first six months of the official year are generally spent in inviting tenders, organising labour and settling programmes of works, &c., the percentage of cost of establishment to total works outlay will be entirely disproportionate for six months or so.

5. VII- Special Schemes.

Those under investigation and the stage which each may have reached will be detailed under this head in the following order:-

(1) P. W. General.

(2) Irrigation Improvements.

(3) Mis: Public Improvements.

(4) Electrical.

6. It would be better, in my opinion, if this return were made half-yearly instead of quarterly, for this Department. Unless such returns are made half-yearly, the statistics furnished will be neither useful nor interesting.

7. I should also suggest that all the particulars required to be shown in the return of statistics of business- (vide G.O.No.688-726/E.A.8-15-1 dated the 28th October 1915) might be included in this form, and the former done away with.

I have the honour to be,

Sir,

Your most obedient servant,

Haidar Bi

Joint Secretary to Government,

P.W.Department.

V.W.S.

No. C. Dis. 496

Office of the Sanitary Commissioner
with the Government of His Highness
the Maharaja of Mysore,

70

Dated, Bangalore, 5th March 1918.

D - 550
8. 3. 1918

From

M. Srinivasa Rau Esquire., M.A., M.D., B. SC., (Edin)
D. P. H., (Cantab) & F. C. S., (London.)
Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore, Bangalore.

To

C. S. Balasundaram Iyer Esq., B.A.,

Chief *Secretary to the Government of H s Highness the Maharaja of Mysore,* ~~Department,~~

BANGALORE.

Sir,

In reply to your letter No.863-898-E.A.G.210 dated the 22nd December 1917, I have the honor to state that the form proposed for the submission of statistics bearing on the operations of each department appears to me to be suitable. The following are the items of departmental work pertaining to this department under which progress from quarter to quarter has to be recorded:-

(1) Maintenance of a record of the health conditions of important towns and villages,

(2) preparation of spot maps illustrative of the above.

(3) Chemical analyses to determine potability of waters of various wells in District and Taluk head quarters

(4) progress of sanitation under the Malnad Improvement Scheme.

(5) Surveys of places noted to be malarious, and

(6) Medical inspection of School children.

D. no 8546
6-3-18

From

GEN. & REV. SECRETARIAT
VIII
19
E. AUDIT.
6 MAR 1918

The Sanitary Commissioner
in Mysore, Bangalore.

To

The Chief Secretary to the Government
of H. H. the Maharaja of Mysore,
~~Department~~
Bangalore.

Dated 5-3-18.

Despatched 5-3-18

Received

General No. C. Dis. 496. 9752
No.

Enclosure No.

SUBJECT.

Submitting views on the suitability of the form proposed for the submission of statistics bearing on the operations of each Department.

Sufficient space may be left under main heading VI to admit of entries under each of the Sub-heads noted above and such other items of work as may be taken up from time to time. There are no special schemes at present undertaken by this department, which should find an entry under main heading VII.

I have the honor to be,

Sir,

Your most obedient servant,

M Srinivasa Rao

Sanitary Commissioner

D. 562
13-3-18

73

Telegraphic Address:
"Co-operator," Bangalore.

No. 4796 C.S.

ENCLS. 1

OFFICE OF THE
REGISTRAR OF CO-OPERATIVE SOCIETIES
IN MYSORE.

Dated, Bangalore, 9th March *1918.*

From

~~XXXXXXXXXXXXXXXX~~
The *Registrar of Co-operative Societies in Mysore,*
BANGALORE.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government
OF H. H. THE MAHARAJA OF MYSORE,
~~XXXXXXXXXXXXXXXXXXXXXXXX~~
BANGALORE.

SIR,

With reference to your letter No.863-898/E.A.G.210 dated the 22nd December 1917 forwarding for opinion a model statement of departmental work and progress which the Government propose to prescribe for all departments, I have the honor to state that the statement is generally suitable and to enclose herewith a form showing the changes which are required to be made in the proposed statement in order to make it suitable for this Department. If these modifications are approved, the marginally noted returns which are now being submitted to the Government will become unnecessary.

1. Quarterly analysis of work done by the Registrar and the Deputy Registrar due under G.O.No.6652-700/A.& I 67-15-20 dated 15th May 1916.
2. Quarterly statement of business done in the Department due under G.O.No.3375/A.& I.248-14-3 dated 18-1-1916.
3. Half yearly return of disposal of suits due under G.O.No.5559-67/A.& I.155-14-2 dated 28th June 1916.
4. Monthly statement of loan applications referred to Central and Provincial Banks due under G.O.No. 4417-9/A.& I.19-15-28 dated 9th December 1916.
5. and of exemptions relating to loan applications due under G.O.No.5681-2/I.& C.11-16-11 dated 24th January 1917.

I have the honor to be,
Sir,
Your most obedient servant,

R. Ravegallao

R E G I S T R A R
in charge.

MNN.

74

191 —191

GEN. SECRETARIAT VII
E. A.
13 MAR 1918

From

~~K. CHANDY, ESQ., B.A.~~

The *Registrar of Co-operative Societies*

IN MYSORE

R. & REP.
No. 10483
13 MAR 1918

To

Chief

Secretary to the Government

OF H. H. THE MAHARAJA OF MYSORE,

~~*Depts. of Education and Agriculture,*~~

BANGALORE.

Dated Bangalore 9. 3. 1918.

Despatched

Received

General No. 4296 C.S.

Enclosure No. 1 statement

Send a form showing the various modifications the Circle the statement of departmental work and progress which is to be prescribed for all departments.

Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
VI. Special statistics adapted to each Department.	VI. Co-operative Societies Special statistics showing ~~progress of selected~~ items of Departmental work.

A.

(1) Credit Co-operation.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

(2) Agricultural Co-operation (other than credit)

Number of societies at the beginning of quarter
Number formed during the quarter.

(3) Industrial Co-operation.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

(4) Other kinds of Co-operative Societies.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

B.

Progress of Co-operation in the Malnad.

Number of societies at the beginning of the quarter.
Number formed during the quarter.

C.

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Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
	C.
	Conferences held during the quarter
	Provincial District Taluk Hobli
	D.
	Suits.-
	Number of cases pending at the beginning of the quarter.
	Number filed during the quarter.
	Total number for disposal.
	Number of suits disposed of
	a. Uncontested
	1. Without trial 2. Compromised. 3. Decreed on admission of claim. 4. Decreed exparte 5. Dismissed exparte
	b. Contested
	1. Decreed for plaintiff 2. Decreed for defendant.

77

Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
	c. On reference to arbitration
	Award given for plaintiff Award given for defendant.
	Total a, b and c.
	Balance pending at the end of the quarter.
	Average duration of Suits.
	Execution of decrees.
	Number of decrees sent to Deputy Commissioners for execution pending at the beginning of the quarter.
	Number of decrees sent during the quarter.
	Total number pending execution.
	Execution completed in
	Decrees remaining unexecuted.
	E.
	Applications for loans.
	Number pending at the beginning of the quarter.
	Number received during the quarter.
	Total number for disposal.

79

Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
	Number referred to Central Co-operative Bank.
	Number referred to Provincial Co-operative Bank.
	Number referred to local Unions.
	Number of exemptions granted in accordance with Government Order No. 5681-2/Ds611-16-11 dated 24th January 1917.
	Number of loan applications returned for further investigation.
	Number pending in office.
VII. Statistics showing progress of special schemes -	F. VII. Statistics showing progress of special schemes relating to Agric & industrial Co-operation.
	Under this heading information will be supplied on definite schemes relating to agricultural and industrial Co-operation, such as Rice-hulling societies, Lift Irrigation Societies along the Tungabhadra valley, Manure-supply Societies, Seed-supply societies, Implement supply societies, Sale societies, Weavers' societies, Sericulture societies, etc.

Bangalore
9/3/18.

R Rangaiah
Registrar in charge

(5) Co-operative Societies

79

Statement showing the progress of work in the Co-operative Department for the quarter ending

. . . . . .

Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
I. General	I. General
Number of (a) Offices (b) Institutions belonging to the Department.	
Average annual cost of the Department for three years.	No alterations are proposed.
Number of (a) officers (b) executive subordinates. (c) clerical subordinates. (d) menials.	
II. Work of officers -	II. Work of officers -
Number of officers who work more than six hours a day.	
Number of touring officers.	
Number of officers who toured the required number of days.	
Number of officers whose itineration was short and Percentage of average deficiency	
Number of officers taking part in Organization and Development work.	

Headings proposed in the form sent by Government.	Headings proposed by the Registrar.
Number of officers who are specialising in any particular branch of their profession.	
Number of organization and development - subjects which were studied and on which notes, etc., were written.	No alterations are proposed.
Number of officers who have shown initiative of any kind in setting right defects or - making improvements.	
III. Work of subordinates -	III. Work of subordinates -
Number of subordinates --clerical and executive- (a) Who are graduates (b) Who have passed the matriculation or other equivalent Examination (c) Who have passed local tests required by rules. (d) Who have no knowledge of English	No alterations are proposed.
Number of subordinates --clerical or executive, whose work was,-- (a) above the average (b) average (c) less than average.	
IV. Office business -	IV. Office business -
Total number of letters, petitions, periodical returns, etc., pending at the beginning of the quarter.	

D.M.G. 13]

No. 2416

WD 2037—GPB—2,000—7-8-17.

Jamp. Javalondanhalli
~~BANGALORE~~, 20th March 1918.

25 MAR 1918
VIII
12051
FIN. & REV. SECRETARIAT
VIII
E. AUDIT.
25 MAR 1918

FROM

B. JAYARAM, Esq., F.G.S.,

Offg. *Director ~~(in-charge)~~, Department of ~~Mines and~~ Geology,*
Mysore State.

To

C. S. Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of His Highness
the Maharaja of Mysore, Bangalore.

SIR,

In reply to your letter No. 863-898 E.A.G. 210, dated 22nd December 1917, regarding certain statistics proposed to be called for bearing on the operations of each Department in order to obtain a connected idea of the aggregate progress made from quarter to quarter, I have the honour to state that though a considerable amount of time and thought has been bestowed on the subject, yet I feel diffident to say whether any one form would satisfactorily fulfil the requirements of each and every Department.

2. It will not be impossible to construct a very elastic and comprehensive form, but even such an elaborate production will probably labour under the disadvantages of proving superfluous and overlapping in character and of possibly creating unwholesome and unfair comparisons.

3. Of course the standard or uniform form, such as the one under contemplation and which deals almost entirely with abstract figures and numbers, has the great advantage of presenting a clear 'bird's eye view' of the required statistics and I am rather inclined to think that a separate form for each Department or allied Departments drawn up after consulting the requirements of the Departments

and

Work of Officers -

(1) Those working in the Field.-

Number of officers engaged on Field work....
" " " Mineral Survey
" " " Prospecting work

" " " Special Investigation for the Economic &Industries and Commerce Committees.
" " working for private companies and others .

Number of Officers who put in -
(a) more than the average length of time in the field,
(b) the average length of time in the field,
(c) less than the average,
(d) hardly any or none.

(2) Those working in Head-Quarter Office.-

Number of officers working up the field-material, writing up notes and reports &c.
Number of officers doing special investigation work.
Number of officers doing Museum and Laboratory work.

(3) Those on leave and deputation. -

Number of officers on privilege leave
" " sick leave
" " furlough
" " deputation.

(4) Those in charge of training the Probationers and Fieldsmen.-

Number of officers who gave training.
" probationers who received training.
" fieldsmen who received training.

Heading III. Work of Subordinates.

" IV. Office Business.

The information called for in the proposed formunder these two headings appears to need no modification or addition and will be applicable to this Department equally well.

Heading V. Inspections.

In view of the fact that there are no specific rules prescribed for this Department in respect of inspection work and as such work is generally carried out with all possible promptness as occasions demand, the item "Number of officers and institutions to be inspected during the period according to approved rules" may be omitted in the case of this Department. The remaining items may be revised to suit the requirements of this Department as follows:-

Number of officers on Inspection staff
" " who delayed in carrying out inspection
" " who failed " "

Total No. of officers on Inspection work. Total

W.

and the Government is more likely to yield better results than any one universal form for all the Departments.

4. With these general remarks, I beg to furnish you with the following views on the proposed form, so far as it would be applicable to this Department :-

Heading I. General.

Under this heading, it may be pointed out that item (b) - Number of institutions belonging to the Department - is at present of no use to this Department, but may be left in for any future need; so that all the items under this heading will equally well do for this Department without any further modification or alteration and addition.

Heading II. Work of Officers.

The half yearly confidential reports submitted on the work of the officers by the head of the Department furnishes much more detailed and useful information than what is called for hereinder. It may also be generally observed that the work of the officers of this Department is of such a nature that it demands of them to put in very many more hours of work than six a day and keep themselves continually posted up with the literature and information bearing on their special subjects of work, even if they have to carry on their quota of work to the satisfaction and approbation of the Head of the Department. With the exception of the Head of the Department and the officers of the Mine Inspection branch, the officers have very little office routine work and are chiefly confined to the scientific and special investigation of the Department. Their progress of work from quarter to quarter is not easily obtained and reviewed and may with greater advantage be furnished as heretofore in the half yearly confidential and other reports.

However for the purposes of this proposed form, the inclusion of the following items may more profitably be adopted :-

Total number of inspections made
" " mines actually inspected
" " mining blocks actually inspected
" " prospecting blocks " "
" " exploring blocks " "
" " explosive magazines " "
" " explosive premises " "
" " factories and industrial operations actually inspected
" " surprise inspections made.

Heading VI. Special statistics adapted to each Dept. -

The following may be suggested :-

Selected items of work :-

(1) Mineral Survey-
Number of square miles surveyed
Number of economic minerals observed
Number of economic minerals recommended for special investigation
Number of rare minerals discovered.

Prospecting work-
Number of areas prospected
Number of minerals prospected
Total amount sanctioned for general and special prospecting and experiments
Total amount spent on " " " "

Museum and Laboratory work-
Number of specimens added
" " rejected
" " collected for District Museums
" assays and analyses made for the Department
" " " " Public.

Preparation and Publication of Notes, Reports, Maps &c.-
Number of notes, reports &c. prepared
" " " submitted to Government
" " " printed
" memoirs and bulletins printed
" " " translated into Kannada & printed
" maps and plates printed.

(2) Licenses and Leases :-

(a) Number of applications for Exploring License
" recommended to Government
" sanctioned and issued.

(b) Number of applications for Collecting licenses
" recommended to Government
" sanctioned and issued.

(c) Number of applications for Prospecting Licenses
" recommended to Government
" sanctioned and issued.

(d) Number of applications for Mining Leases
" recommended to Government
" sanctioned and issued.

(e) Number of applications for explosives licenses
" recommended to Government
" sanctioned and issued.

(3) Statistics of Mineral Production &c.-

(3) Statistics of Mineral Production &c.-

(a) Gold-
Quantity of bar gold produced in Ozs.
Approximate value Rs.
Royalty due Rs.

(b) Manganese-
Quantity produced
" removed
" forfeited to Government
Royalty due

(c) Chrome-
Quantity produced
" removed
" forfeited to Government
Royalty due.

(d) Corundum-
Quantity produced
" removed
" forfeited to Government
Royalty due.

(e) Asbestos-
Quantity produced
" removed
" forfeited to Government
Royalty due.

(f) Mica-
Quantity produced
" removed
" forfeited to Government
Royalty due.

(g) Kaolin-
Quantity produced
" removed
" forfeited to Government
Royalty due.

Etc.

(38) (4) Collection of fees, rent, royalty etc.

(a) Arrears
(b) Current demand
(c) Total to be collected
(d) Amount actually collected
(e) Percentage of collection to total expenditure
(f) Percentage of collection to total demand.

Heading VII. Statistics showing progress of Special Schemes.-

A few items of essential statistics that can find a place here have already been included under the previous heading and are greatly amplified in the half-yearly reports on the progress of Organization and Development Work submitted in accordance with Government Order No. G. 9252-30-1 G.M. 411-16-1, dated 5th Jan. '17.

Even in drawing up these half-yearly reports, considerable difficulties and doubts are felt in regard to furnishing ~~ov~~

~~Even in~~

even an approximate idea of progress made in respect of the special schemes and subjects.

I should therefore strongly request the Government to kindly leave out for the present the inclusion of the heading VII in the case of this Department.

I have the honour to be,

Sir,

Your most obedient servant,

B. Jaya Ram.

Offg. Director,
Department of Geology.

D. 614
2/4/18.
88

Ry. 3]

WD A0271—GPB—3,000—27-9-17

No. RS 2941
F.C. No. C-102

MYSORE STATE RAILWAYS,

CENTRAL OFFICE,

Bangalore, 28th March 1918.
30th

From

THE SECRETARY TO THE GOVERNMENT OF MYSORE FOR RAILWAYS,

BANGALORE.

To

The Chief Secretary to the Government of Mysore,

Bangalore.

SUBJECT:- Statistics bearing on the operations of each Department.

Sir,

With reference to your letter No.863-898/E.A.G.210 dated 22nd December 1917 calling for opinion on the above subject, I have the -- honour to state as follows:-

The headings I to V in the form received therewith are suitable and statistics can be collected and furnished except in the case of IV for which it is not possible to obtain information from some of the -- subordinate officers of this Department and therefore figures for the combined office of Railway Secretary and Agent, Mysore State Railways, alone can be given.

2. The following detail headings are suggested under VI & VII:-

VI (a) Revenue.

(1) Name of open line worked by the State.
(2) Capital Outlay.
(3) Gross Earnings.
(4) Working Expenses.
(5) Percentage of Earnings to Expenses.

(b) Execution of works.

(1) Name of line under construction or survey.
(2) Amount of sanctioned estimate.
(3) Time fixed for completion of works.
(4) Date from which the work was commenced.
(5) Outlay to the end of the quarter.
(6) Percentage of the cost of establishment to outlay.

3. As regards special statistics, quarterly figures for --

construction works can be furnished, but the open line being practically a statistical Department and very elaborate statistics are being already prepared for both the official and railway year in addition to the half yearly Capital and Revenue Accounts, it does not seem necessary to compile returns.

4. Under heading VII, it is not possible to fix any detailed headings as it depends more upon the nature of the scheme. Essential statistics can be furnished in a brief form.

I have the honour to be,
Sir,
Your most obedient servant,

for Ag. Secretary for Railways,
Government of Mysore.

ALM.

BB
30/3

90 2771
28-5-18

Office of the Inspector-General of
Registration in Mysore,
Dated Bangalore, 22 May 1918.

No. 2776

From

K. Chandy Esq., B.A.,
Inspector-General of Registration
in Mysore, Bangalore.

To

E.S. Balasundaram Iyer Esq., B.A.,
Chief Secretary to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

Sir,

With reference to your letter No.863-898/E.A.G.210 dated 22nd December 1917 calling for my views on the proposed form of statistics bearing on the operations of each Department, I have the honor to state as follows:-

2. Particulars required for item Nos.1 & 3 may be furnished.

3. Item Nos.2 & 5 are not possible for being attended to with efficiency until the Scheme of full-time District Registrars and Inspectors are sanctioned by Government.

4. The statement of registrations and receipts and expenditure which is being received and complied in the Head office every month will of course, if submitted to Government at the end of each quarter, furnish the particulars required under item No.6.

I have the honor to be,
Sir,
Your most obedient servant,

K. Chandy

Inspector-General of Registration.

M.N.R.

GPB—50,000—17-9-15

1918

GEN. & REV. VIII
E. AUDIT.
28 MAY 1918

91

From The Inspector General of Registration in Mysore, Bangalore.

To The Chief Secretary to the Government of H. H. the Maharaja of Mysore, Bangalore

Dated 22-5-1918

Despatched

Received 03604

25 MAY 1918

General No. 2776

No.

Enclosure No.

Furnishing his views on the proposed form of statistics bearing on the operations of each Dept.

92 2772

No. 193
Enc.

03752 27 MAY 1918

28 MAY 1918

OFFICE OF THE PRESIDENT,
CITY MUNICIPAL COUNCIL, MYSORE.

Date 22nd May 1918.

FROM

RAJASABHABHUSHANA, DIWAN BAHADUR,
C. SRIKANTESVARA AIYAR, B.A., B.L.,
PRESIDENT, CITY MUNICIPAL COUNCIL,
MYSORE.

To

C. S. Balasundaram Iyer, Esquire., B.A.,
Chief Secretary to the Government Of His Highness
the Maharaja of Mysore.

SIR,

With reference to para 4 of your letter No.863-898 E.A.G. 210 dated 22nd December 1917, asking for views on the form proposed to call for statistics etc., I have the honour to state that there does not seem to be any change necessary so far as the Municipal Office is concerned.

I have the honour to be,
S i r,
Your most obedient servant,

President.

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D. 3344.

Collection of quarterly departmental statistics.

Branch VIII invite opinion as regards the sub-heads to be included under the head IX. It is not clear what are the items to be brought under this head. In the absence of information on this point, it does not seem to be possible to suggest the sub-heads to be included under it.

The new form seems to obviate the necessity for the submission of the half-yearly statistics of business done in the offices of Heads of Depts. The G.O. prescribing this return is put up herewith — Please see flag "Y" subd.

14-6-18

N. B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GRSM.592

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The monthly, half yearly, quarterly statements referred to by the Essex Govt. ~~are not to be~~ give in detail ~~the~~ some of the information referred to in the G.O. of 22.12.1917. ~~[illegible]~~ ~~[illegible]~~ ~~[illegible]~~. It is not clear whether time is necessary for the study of similar returns being sent to Govt. The D.C.'s statements of the Essex Dept. have that cannot be given up. But the information regarding detailed sub heads will be given after further enquiry.

D. 15

Bs VIII

Submitted

1/7/18

N. B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GRSM 592

No 2513-20.

E.A.g 210.

Urgent D 3344

General and Revenue Secretariat.
Bangalore, dated ~~8th May~~ 8th June 1918.

95

One — 2.

Official memorandum.

A copy of circular letter NO. 86398/E.A-g210 dt 22/12/17. regarding the collection of quarterly Departmental Statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted Officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective Departments,

1. ~~Essential statistics for Departments~~ Sub-headings to be inserted under Headings ~~VI and VII.~~ IX
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc, referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in [illegible] Department and to concentrate in one form, as far as practicable, these scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

By order.
C Balasundaram
Chief Secretary to Govt.

Branch II

(1) Excise Commissioner in Report

96

GENERAL AND REVENUE SECRETARIAT,

Bangalore, 22nd December 1917.

No. 863-898—E. A. G. 210.

FROM

C. S. BALASUNDARAM IYER, ESQ., B.A.,
Chief Secretary to the Government of Mysore.

To

The Heads of Departments.

SIR,

I am directed to state that Government propose to call for statistics bearing on the operations of each department in the accompanying form so as to obtain a connected idea of the aggregate progress made from quarter to quarter. Headings and explanatory notes are attached wherever necessary. Some of the statistics are already furnished in the existing periodical reports and returns which will have to be suitably modified or abolished if the new system is ordered to be introduced.

2. Heads of Departments should obtain the statistics in question from their subordinate officers, review them once a quarter and submit a copy of the review to Government together with consolidated figures for the whole department.

3. Under the first five main headings, uniform statistics can be given for all the departments, but under headings VI and VII, the form will have to be adapted to the requirements of each department.

4. With these remarks, I am directed to request that you will be so good as to furnish your views on the proposed form at a very early date. Suitable detailed headings under VI (work of the department) and VII (special schemes) may be given, and the existing reports and returns, if any, which will have to be dispensed with or modified, may be indicated.

I have the honour to be,
Sir,
Your most obedient servant,

(Sd) C. S. Balasundaram Iyer

Chief Secretary to Government.

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
I. General—			
Number of (*a*) offices			
(*b*) institutions belonging to the Department			
Average annual cost of the department for three years.			
Number of (*a*) officers			
(*b*) executive subordinates ...			
(*c*) clerical subordinates ...			
(*d*) menials			
NOTE.—The particulars required under this head are of a general character and are intended to give perspective to the figures under the other heads.			
II. Work of officers—			
Number of officers who work more than 6 hours a day.			
Number of touring officers			
Number of officers who toured the required number of days.			
Number of officers whose itineration was short and			
Percentage of average deficiency ...			
Number of officers taking part in Organization and Development work.			
Number of officers who are specialising in any particular branch of their profession.			
Number of Organization and Development subjects which were studied and on which notes, etc., were written.			
Number of officers who have shown initiative of any kind in setting right defects or making improvements.			
NOTE.—The figures under this head are intended to elicit information as to whether the officers of the Department are doing their routine work satisfactorily and whether any of them show initiative, originality and a spirit of research.			
III. Work of subordinates—			
Number of subordinates—clerical and executive—			
(*a*) who are graduates			
(*b*) who have passed the matriculation or other equivalent examination.			
(*c*) who have passed local tests required by rules.			
(*d*) who have no knowledge of English ...			

98

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Number of subordinates—clerical or executive, whose work was,—			
(a) above the average ...			
(b) average			
(c) less than average			
IV. Office business—			
Total number of letters, petitions, periodical returns, etc., pending at the beginning of the quarter.			
Total number of letters, petitions, periodical returns, etc., received during the quarter.			
Total number of papers for disposal			
Total number of papers disposed of ...			
Percentage of disposal to total correspondence that had to be dealt with ...			
Number of records or dufters which were sorted, arranged and indexed.			
Number of records awaiting to be sorted ...			
Number of records destroyed			
NOTE.—Under this head should be given statistics of office business similar to but simpler than those prescribed in G. O. No. 688-726—E. A. 8-15-1, dated 28th October 1915.			
V. Inspections—			
Number of offices and institutions to be inspected during the period according to approved rules			
Number actually inspected			
Number of surprise inspections held ...			
Number of officers who failed to do their allotted inspection duty and ...			
the average percentage of deficiency ...			
VI. Special statistics adapted to each Department.—			
Particulars showing progress of selected items of departmental work.			
Illustrations.—			
Collection of revenue.—			
Arrears			
Current demand...			
Total to be collected			
Amount actually collected			
Percentage of collection to total demand...			
Do to total expenditure ...			
Execution of works.—			
Number of incomplete works on hand ...			
Number of new works sanctioned ...			
Number of works completed... ...			
Outlay			
Percentage of cost of establishment to total outlay			

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Judicial.—			
Cases pending at the beginning of the quarter			
Cases instituted during the quarter ...			
Total number of cases			
Cases actually disposed of			
Pending cases			
Average duration of each case ...			
Average outturn of work for each class of officers			
NOTE.—Heads of Departments should specify the items of work for which statistics may be usefully collected and devise proper detailed heads for insertion in the form. The object should be to show not only the total quantity of work done from quarter to quarter but also its relation to the cost incurred, establishment employed and time taken. The statistics should as far as possible be in terms of "unit cost", "average outturn of work", "average duration" or other relative standard.			
VII. Statistics showing progress of special schemes—			
NOTE.—The most essential statistics now furnished in separate returns may be put in.			

W DA 1060—GPB—100—20-12-17

2513—20
E.A. 8.210

Proger

General and Revenue Secretariat.
Bangalore, dated 8th ~~May~~ June 1918.

100

J Mis 1721-17

Official memorandum.

A copy of circular letter NO. 86398/S.A.8210 dt 22/12/17 regarding the collection of quarterly Departmental Statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted Officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective Departments,

1. ~~Essential statistics for Departments~~ Sub-headings to be inserted under Headings ~~VI and VII~~ IX.
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc, referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in each Department and to concentrate in one form, as far as practicable, these scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

By order,
C Balasundaram
Chief Secretary to Govt

Branch III

* (1) S. of Finance
(2) Registrar, Co-op Societies
(3) S. of Registration

GENERAL AND REVENUE SECRETARIAT,

Bangalore, 22nd December 1917.

No. 863-898—E. A. G. 210.

FROM

C. S. BALASUNDARAM IYER, ESQ., B.A.,
Chief Secretary to the Government of Mysore.

To

The Heads of Departments.

SIR,

I am directed to state that Government propose to call for statistics bearing on the operations of each department in the accompanying form so as to obtain a connected idea of the aggregate progress made from quarter to quarter. Headings and explanatory notes are attached wherever necessary. Some of the statistics are already furnished in the existing periodical reports and returns which will have to be suitably modified or abolished if the new system is ordered to be introduced.

2. Heads of Departments should obtain the statistics in question from their subordinate officers, review them once a quarter and submit a copy of the review to Government together with consolidated figures for the whole department.

3. Under the first five main headings, uniform statistics can be given for all the departments, but under headings VI and VII, the form will have to be adapted to the requirements of each department.

4. With these remarks, I am directed to request that you will be so good as to furnish your views on the proposed form at a very early date. Suitable detailed headings under VI (work of the department) and VII (special schemes) may be given, and the existing reports and returns, if any, which will have to be dispensed with or modified, may be indicated.

I have the honour to be,
Sir,
Your most obedient servant,

Chief Secretary to Government.

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
I. General—			
Number of (a) offices			
(b) institutions belonging to the Department			
Average annual cost of the department for three years.			
Number of (a) officers			
(b) executive subordinates ...			
(c) clerical subordinates ...			
(d) menials			
NOTE.—The particulars required under this head are of a general character and are intended to give perspective to the figures under the other heads.			
II. Work of officers—			
Number of officers who work more than 6 hours a day.			
Number of touring officers			
Number of officers who toured the required number of days.			
Number of officers whose itineration was short and			
Percentage of average deficiency ...			
Number of officers taking part in Organization and Development work.			
Number of officers who are specialising in any particular branch of their profession.			
Number of Organization and Development subjects which were studied and on which notes, etc., were written.			
Number of officers who have shown initiative of any kind in setting right defects or making improvements.			
NOTE.—The figures under this head are intended to elicit information as to whether the officers of the Department are doing their routine work satisfactorily and whether any of them show initiative, originality and a spirit of research.			
III. Work of subordinates—			
Number of subordinates—clerical and executive—			
(a) who are graduates			
(b) who have passed the matriculation or other equivalent examination.			
(c) who have passed local tests required by rules.			
(d) who have no knowledge of English ...			

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Number of subordinates—clerical or executive, whose work was,—			
(a) above the average			
(b) average			
(c) less than average			
IV. Office business—			
Total number of letters, petitions, periodical returns, etc., pending at the beginning of the quarter.			
Total number of letters, petitions, periodical returns, etc., received during the quarter.			
Total number of papers for disposal ...			
Total number of papers disposed of ...			
Percentage of disposal to total correspondence that had to be dealt with ...			
Number of records or dufters which were sorted, arranged and indexed.			
Number of records awaiting to be sorted ...			
Number of records destroyed			
NOTE.—Under this head should be given statistics of office business similar to but simpler than those prescribed in G. O. No. 668-726—E. A. 8-15-1, dated 28th October 1915.			
V. Inspections—			
Number of offices and institutions to be inspected during the period according to approved rules			
Number actually inspected			
Number of surprise inspections held ...			
Number of officers who failed to do their allotted inspection duty and ...			
the average percentage of deficiency ...			
VI. Special statistics adapted to each Department.—			
Particulars showing progress of selected items of departmental work.			
Illustrations.—			
Collection of revenue.—			
Arrears			
Current demand...			
Total to be collected			
Amount actually collected			
Percentage of collection to total demand...			
Do to total expenditure ...			
Execution of works.—			
Number of incomplete works on hand ...			
Number of new works sanctioned ...			
Number of works completed... ...			
Outlay			
Percentage of cost of establishment to total outlay			

Statement showing progress of work in the..... Office/Department for the quarter ending..... .....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Judicial.—			
Cases pending at the beginning of the quarter ...			
Cases instituted during the quarter ...			
Total number of cases ...			
Cases actually disposed of			
Pending cases			
Average duration of each case ...			
Average outturn of work for each class of officers			
NOTE.—Heads of Departments should specify the items of work for which statistics may be usefully collected and devise proper detailed heads for insertion in the form. The object should be to show not only the total quantity of work done from quarter to quarter but also its relation to the cost incurred, establishment employed and time taken. The statistics should as far as possible be in terms of "unit cost", "average outturn of work", "average duration" or other relative standard.			
VII. Statistics showing progress of special schemes—			
NOTE.—The most essential statistics now furnished in separate returns may be put in.			

W DA 1060—GPB—100—20-12-17

No. 2573-20/(A)

E.A. 210

9952 Agent 105

REV. SECRETARIAT V GENERAL 8-JUNE 1918

General and Revenue Secretariat.

Bangalore, dated 8th June 1918.

Official memorandum.

A copy of circular letter No. 863-98/E.A.210 & 221-217 regarding the collection of quarterly Departmental Statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted Officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective Departments,

1. ~~Quarterly statistics for departments~~ Sub-headings to be inserted under Heading ~~VII and VIII~~ IX.
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc. referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in each Department and to concentrate in one form, as far as practicable, those scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

Any orders.
S. Balasubramanyam
Chief Secy to Gov

(1) Chief Commandant, Mysore State Troops
(2) Superintendent Government Press.
(3) Meteorological reporter.
(4) Director of Lines & Geology

No 2513-20
E.A.g 210.

Urgent 166

General and Revenue Secretariat.
Bangalore, dated 8th ~~May~~ June 1920.

Circulated to all Caseworkers.

Official memorandum.

A copy of circular letter NO. 863-98/E.A.g 210 & 22-12-17 regarding the collection of quarterly Departmental Statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted Officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective Departments,

1. ~~Essential statistics for Departments~~ Sub-heading to be inserted under Headings ~~VI and VII~~ IX.
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc, referred to in 2 above.

2. The object of the proposal is to ensure a compacted idea of the progress of work in each Department and to concentrate in one form, as far as practicable, these scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

By order
C. Balasubramanian
Sec. to Govt.

(1) President, Bangalore City Municipality
(2) Mysore City
(3) Sanitary Commissioner

Branch IV

No 2513-20
S.A. 8210.
Enc—4

Urgent 107
6869

General and Revenue Secretariat.
Bangalore, dated 8th June 1917.

Official memorandum.

A copy of circular letter No. 863-98/S.A.8210 & 22 12/17 regarding the collection of quarterly departmental statistics addressed to heads of departments in Mysore is put up, together with the replies received from the marginally noted officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective departments.

1. ~~Essential statistics for departments~~ Heads to be inserted under headings VI and VII.
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc, referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in each department and to concentrate in one form, as far as practicable, these scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

By order
C.B. Balasubramanya
Chief Secy to Govt

(1) Director of Agriculture
(2) Registrar of Co-operative Societies

6989

This branch has no additions or modifications to be noted in regard to headings VI & VII of the next form.

XD/15/6. Please furnish the info^n under (2) & (3) in future

D.M.
14/6

Information required under heading IX. is noted. As regards the Lecture. The list is maintained for Sp^l Lecture. The list for A & B Lectures will be ~~sent~~ submitted later on as papers have been sent to Myson.

XD/15/6.

Branch VIII.

Submitted

17/6/18

Progress Report

Special Items of work

1. All Departments. Progress report as regards subjects taken up for study under the G+D Scheme.

2. Director of Industries & Commerce G.O. no 1090-140/Ste 48-17-1 D 1st August 1917.

(a) The Director should arrange for the preparation of a hand book showing possibilities of Industrial enterprise.

(b) Prescribing suitable forms of accounts for each concern.

3. G.O. no 3005-55/Ste 144-16-4 D 17th September 1917.
Director of Ind. & Com. to submit proposals in consultation with the Edn. Dept for providing facilities to train ~~students~~ Senior Students of the District Industrial Schools in District Workshops.

4. G.O. 4748-50/Ste 154-17-1 D 17th Nov. 1917.
The Senior Surgeon should arrange for training of Sub-Asst. Surgeons in Pells Pharmaceuticals in manufacture of medicines locally & to send up report at the end of 6 months.

5. G.O. 6590-6/Ste 10-17-5 D 10th Jan 18.
Directs the Director of Agriculture & the Director of Public Health Institute to send a statement at the end of six months re. chemical analysis of articles connected with the development of local industries.

6. The Director of Sandalwood Oil Factories to send monthly sale accounts of Sandalwood oil sold in England by Messrs Whiffin & Sons G.O. 1392-1402/Ste 10-16-127 D. 9th August 1917

7. G.O. no 10730-85 / Ste 154-16-6 D. 30th June 1917
Directs the Special Forest Officer to send a monthly progress report re Bamboo Pulp Industries.

8. G.O. no 8590-5 / Ste 241-17-1 D 26th Feb 1918
Directs the Special Forest Officer to send monthly Progress Report of the Match Industry.

9. G.O. 8413-63 / Ste 48-17-14 D 22nd Feb 1918
Prescribes programme of work for the Commercial section calls for a monthly progress report.

10 G.O. no 6486-7 / Ste 3-17-12 D 9th Jan 1918.
Directs the Director of Industries & Commerce to submit an annual Verification return of tools in the Industrial Workshop.

11 G.O. no 410-502 / Ste 134-16-2 D 13th July 1917
Director of Industries & Commerce to submit brief reports on the progress ~~of~~ made by the ~~Central~~ & the Local Museums once in 6 months.

12 G.O. 3005-55 / Ste 144-16-2 D 17th September 17.
Directs that the accounts of the Industrial Workshop should be audited by the Commercial auditor ~~&~~ half yearly and balance sheet is due.

13. G.O. no. 8093-3 / Ste 150-16-11 D 13-2-18
Accounts connected with Lac Dye & Lac Varnish Scheme to be audited half yearly & report submitted to Govt.

14. G.O. no 6972-4 / Ste 69-16-6 D 27-2-17.
Directs a monthly audit of accounts of the G.O. Fac and to submit a report by the 10th of the following month.

111

15. Ex. 7685-8 / Ste 202-17-2 D 1st Feb 1918.
Directs the Director of Industries & commerce to submit a half yearly report re the number of slays supplied amount outstanding etc in regard to the sale of slays at concession rates.

16 Ex. no 4130-2 / Ste 85-17-9 D 19th October 1917
Requests Director of Industries & commerce to furnish a quarterly statement of receipts & expenditure of the Metal Working Factory etc.

WD/1576

Urgent

112

2513-20

E.A. 210.

General and Revenue Secretariat.

Bangalore, dated 8th ~~May~~ June 1918.

SECRETARIAT
GEN. & REVENUE
10 JUN 1918

Ore — 3

Official memorandum.

A copy of circular letter NO. 863-98/E.A. 2108, 22/12/17 regarding the collection of quarterly Departmental Statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted Officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective Departments,

1. ~~Essential statistics for Departments~~ Sub-headings to be inserted under Headings ~~VI and VII~~ IV
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form.
3. Copies of orders prescribing the reports etc, referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in each Department and to concentrate in one form, as far as practicable, these scattered statistics now received, on the different branches of work.

3. The information asked for above should be furnished with in a week to the Efficiency Audit Branch who will collect the & submit the same to me within a fortnight.

By order,
C. Balasubramanya
Chief Secretary to Gov.

X (1) Inspector, Gen. settlements
Director of Agriculture.

Note: furnish within reqd time
Mon 10/6/18
Branch I

113

GENERAL AND REVENUE SECRETARIAT,

Bangalore, 22nd December 1917.

No. 863-898—E. A. G. 210.

FROM

C. S. BALASUNDARAM IYER, ESQ., B.A.,
Chief Secretary to the Government of Mysore.

To

the Heads of Departments

SIR,

I am directed to state that Government propose to call for statistics bearing on the operations of each department in the accompanying form so as to obtain a connected idea of the aggregate progress made from quarter to quarter. Headings and explanatory notes are attached wherever necessary. Some of the statistics are already furnished in the existing periodical reports and returns which will have to be suitably modified or abolished if the new system is ordered to be introduced.

2. Heads of Departments should obtain the statistics in question from their subordinate officers, review them once a quarter and submit a copy of the review to Government together with consolidated figures for the whole department.

3. Under the first five main headings, uniform statistics can be given for all the departments, but under headings VI and VII, the form will have to be adapted to the requirements of each department.

4. With these remarks, I am directed to request that you will be so good as to furnish your views on the proposed form at a very early date. Suitable detailed headings under VI (work of the department) and VII (special schemes) may be given, and the existing reports and returns, if any, which will have to be dispensed with or modified, may be indicated.

I have the honour to be,
Sir,
Your most obedient servant,

(Sd) C. S. Balasundaram Iyer

Chief Secretary to Government.

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
I. General—			
Number of (a) offices			
(b) institutions belonging to the Department			
Average annual cost of the department for three years.			
Number of (a) officers			
(b) executive subordinates ...			
(c) clerical subordinates ...			
(d) menials			
NOTE.—The particulars required under this head are of a general character and are intended to give perspective to the figures under the other heads.			
II. Work of officers—			
Number of officers who work more than 6 hours a day.			
Number of touring officers			
Number of officers who toured the required number of days.			
Number of officers whose itineration was short and			
Percentage of average deficiency ...			
Number of officers taking part in Organization and Development work.			
Number of officers who are specialising in any particular branch of their profession.			
Number of Organization and Development subjects which were studied and on which notes, etc., were written.			
Number of officers who have shown initiative of any kind in setting right defects or making improvements.			
NOTE.—The figures under this head are intended to elicit information as to whether the officers of the Department are doing their routine work satisfactorily and whether any of them show initiative, originality and a spirit of research.			
III. Work of subordinates—			
Number of subordinates—clerical and executive—			
(a) who are graduates			
(b) who have passed the matriculation or other equivalent examination.			
(c) who have passed local tests required by rules.			
(d) who have no knowledge of English ...			

Statement showing progress of work in the..... Office/Department for the quarter ending.....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Number of subordinates—clerical or executive, whose work was,—			
(a) above the average			
(b) average			
(c) less than average			
IV. Office business—			
Total number of letters, petitions, periodical returns, etc., pending at the beginning of the quarter.			
Total number of letters, petitions, periodical returns, etc., received during the quarter.			
Total number of papers for disposal ...			
Total number of papers disposed of ...			
Percentage of disposal to total correspondence that had to be dealt with ...			
Number of records or dufters which were sorted, arranged and indexed.			
Number of records awaiting to be sorted ...			
Number of records destroyed			
NOTE.—Under this head should be given statistics of office business similar to but simpler than those prescribed in G. O. No. 688-726—E. A. 8-15-1, dated 28th October 1915.			
V. Inspections—			
Number of offices and institutions to be inspected during the period according to approved rules			
Number actually inspected			
Number of surprise inspections held ...			
Number of officers who failed to do their allotted inspection duty and ...			
the average percentage of deficiency ...			
VI. Special statistics adapted to each Department.—			
Particulars showing progress of selected items of departmental work.			
Illustrations.—			
Collection of revenue.—			
Arrears			
Current demand...			
Total to be collected			
Amount actually collected			
Percentage of collection to total demand...			
Do to total expenditure ...			
Execution of works.—			
Number of incomplete works on hand ...			
Number of new works sanctioned ...			
Number of works completed... ...			
Outlay			
Percentage of cost of establishment to total outlay			

Statement showing progress of work in the..... Office/Department for the quarter ending..... .....

	During the previous quarter	During the current quarter	During the corresponding period of the previous year
Judicial.—			
Cases pending at the beginning of the quarter			
Cases instituted during the quarter ...			
Total number of cases			
Cases actually disposed of			
Pending cases			
Average duration of each case ...			
Average outturn of work for each class of officers			
NOTE.—Heads of Departments should specify the items of work for which statistics may be usefully collected and devise proper detailed heads for insertion in the form. The object should be to show not only the total quantity of work done from quarter to quarter but also its relation to the cost incurred, establishment employed and time taken. The statistics should as far as possible be in terms of "unit cost", "average outturn of work", "average duration" or other relative standard.			
VII. Statistics showing progress of special schemes—			
NOTE.—The most essential statistics now furnished in separate returns may be put in.			

W DA 1060—GPB—100—20-12-17

DNO 7453 117

Urgent

General and Revenue Secretariat

Bangalore, dated 24th June 1918.

No. 2658-62
S.A.8

GEN. & REV. SECRETARIAT
I
REVENUE.
24 JUN 1918

Official Memorandum.

The attention of the Heads of the marginally noted Branches is invited to O.M. No.2513-20/E.A.G.210 dated 8th June 1918 regarding the proposed collection of Departmental Statistics and they are requested to furnish the information called for therein, very early.

Branches

By order.

G. Venkatarama
Sp. Officer

For Chief Secretary to Govt.

T.S.

The Under Secretary personally discussed the matter with me & said he would revise the form after his return from Mysore.

To B^r VIII)

25/6/18

Subhadra Wairy

25/6/18

This applies only to the Rev Dept. The necessary info about the first, seven, the depts may be furnished early

24/6

DVI)

Subd to the chief Secy with a note

27/6/18

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

III (e) Number of Subordinates who have obtained exemption from passing the prescribed examinations —

The quarterly returns of exemptions granted by Heads of Offices, prescribed by G.O. no. 662-706 - E.A.G 195-8 30th Nov. 1917. furnishes the above information —

IV. Office Business —

The Statistics required to be furnished under this head, are now given in the business returns prescribed for Heads of Depts.* & the Dy. Commrs.⊗, Sub Dy. Commrs. (a) officers, & Taluk Amildars (b) — These returns give detailed information. whereas the one now proposed does not —

V (b) Detailed Inspection.

The Statement of touring & inspection

M

* G.O. no. 688-726 - E.A.8.15-1 8 28.10.15.

⊗ G.O. no. 727-734 - E.A 8.15.2 8 28.10.15.

(a) & (b) no 160 - E.A.G.2 V 8 10.4.17 —

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.469.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

prescribed for Heads of Depts and Dy Commrs in the orders of 28th October 1915 referred to above, furnishes details.

V (d) Number of days toured by the Head of the Dept —

The Statement of touring & inspection prescribed for Heads of Depts, contains the information under this head —

V (e) Names of Subordinate Officers whose itineration was below the prescribed minimum —

As regards Revenue Officers, the Revenue Administration Report

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL.469.

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

and the quarterly Town Statements of Dy. Commrs. furnish information under this head—

IX Special Items

It is under consideration in the E.A Branch to prescribe a consolidated return of Statistics under all heads for Rev: offices. So, the form now proposed applies only to other Depts, to which the Rev: Br. is concerned only with Forest, L. Survey, Mines, & Veterinary Depts — There appear to be no Special items of work which can be mentioned in

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GRSM. SL. 169.

7453

121

G.R.S. III–3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

respect of these Depts - except "Progress in re-Settlement of Taluks" under L.S. Dept —

27.6.18 Br VIII

Mbr 27/6

Submitted

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

G.R.S. III—3]

ROUTINE NOTES.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D.25

Subt.-

The sub-heads to be included under IX of the quarterly statement form for showing the progress of work of the Bangalore City are:-

1. The progress of the City Improvement works according to the revised programme sanctioned in G.O of 9th May 1918.

2. The progress of acqn work by the Civil Officer, Bangalore Dt, as Special Land Acqn Officer for the Bangalore City Municipality.

28/6/1918

MC
1.7.18

Sr VIII

Subt:-
4/7/18

N. B.—Should routine notes be written on small slips, the notes must be copied or slips pasted on this form.

GRSM.592

Draft

No. 2513-20.
E.A. 8210.

123

General and Revenue Secretariat,
Bangalore, 8th June ~~May~~ 1918.

Official Memorandum.

A copy of circular letter No. 863-98/E.A.8210, 22/12/17 regarding the collection of quarterly departmental statistics addressed to Heads of Departments is herewith put up, together with the replies received from the marginally noted officers. The form of statistics has since been slightly revised. The Branches of the General and Revenue Secretariat are requested to note for their respective departments

1. ~~Essential statistics for departments~~ Sub-heads Imp to be inserted under headings VI and VII.

2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new form,

3. Copies of orders prescribing the reports, etc. referred to in 2 above.

2. The object of the proposal is to ensure a connected idea of the progress of work in each department and to concentrate in one form, as far as practicable, these scattered statistics now received on the different branches of work.

3. The information asked for above should be furnished within a week to the Efficiency Audit Branch who will collect and submit the same to me within a fortnight.

By order,

8/6/18
Chief Secretary to Govt.

Date June 8-6-18
Signed by Mr N.M. Rao.

124

No. 3569
Misc 668-47-2

General and Revenue Secretariat,

Bangalore 19th June 1918.

2852

Office Memorandum

With reference to Chief Secretary's official memorandum No.2513-20/E.A.G.210 dated 8th June 1918, requesting the Branches to note certain particulars in connection with the collection of quarterly Departmental Statistics the following particulars are furnished:-

1. Sub-headings to be inserted under heading IX.	The Branch has nothing to suggest under IX as sub-headings.
2. The existing periodical reports and returns which may be dispensed with on account of the institution of the new forms.	No report or return has to be dispensed with on account of the institution of the present new form.
3. Copies of orders prescribing the reports etc. referred to in 2 above.	* Numbers of Government Orders prescribing the reports and returns are furnished.

By Order

Joint Secretary to Government
Muzrai Department.

J. Br VII

* Returns

1. G.O. NO.4359-17/M.F.19-96 dated 25-5-05
2. G.O. No.469-76/MF. 99-10-1 " 17-4-1910
3. " No.1940/M.F.91-92 dated 20th March 1903
4. No.39-49/Cir dated 14th April 1892.
5. 1061-70 dated 16th February 1898.

Reports

1. G.684-723 S.R.10-04-15 dated 4-8-05
2. " 2503-51 S.R. 11-14-5 " 5-9-1914
3. " 10850-63 S.R.26-13-3 " 27-6-1914.

It is requested that in future, communications on the subject, the No. and date of this letter, and the distinguishing letters, below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

125 D.170
3-8-18

No. R. 62.

FORM

16565

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 30th July 1918.

M. N. Krishna Rao, Esq.,

~~DIWAN BAHADUR J. S. CHAKRAVARTI, ESQ.,~~

~~ERASGETC.~~

Comptroller to the Government of His Highness the Maharaja of Mysore.

To

C. S. Balasundaram Iyer, Esq., B.A.,

Chief *Secretary to the Government of Mysore,*

Department.

SIR,

Adverting to your letter No.863-898E.A.G.210 of the 22nd December 1917, I have the honor to state that in the case of this Department it would be more convenient to furnish these statistics once a year instead of once a quarter as the programmes of tour and inspection work &c are annual. The particulars in regard to cost and strength of establishment will not materially alter from quarter to quarter and there is no object in preparing a quarterly statement of them. It will be difficultto furnish definite information under the first item of part II and the last item of part III. As regards part VI, all information relating to the work of this office will be given in the State of Work proposed by Mr. Datta for submission to Government monthly.

I have the honor to be,

Sir,

Your most obedient servant.

M N Krishna Rao

Comptroller.

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
5 AUG 1918
127
8869

D.200
6-8-18.

GEN. & REV. SEC.
5 AUG 1918

No. 1079/93.
10949

Office of the Director of
Industries & Commerce in Mysore,
Bangalore, 1st August 1918.

From

V. Rangaswamy Iyengar, Esq., B.C.E.,
Offg. Director of Industries and Commerce,
Bangalore.

To

The Chief Secretary to Government
of His Highness the Maharaja of Mysore,
BANGALORE.

Sir,

With reference to your No.2138-59/E.A.G. 210 of the 6th May 1918, calling for my views regarding the collection of Departmental Statistics, I have the honour to inform you that items I to V and VII require no change but the only item that requires some change so far as this Department is concerned is item VI. Against the heading "Illustration","collection of Takavi Loans" may be inserted and the heading "Judicial" may be omitted entirely.

I have the honour to be,
Sir,
your most obedient servant,

for OFFG: DIRECTOR.
(Director absent from Headquarters).

M.S.R.

126

GPB—2,000—25-8-14

C. O. 42-Rec.—17]

.....Department

191 .

FROM

DIWAN BAHADUR

J. S. CHAKRAVARTI, ESQ., M.A.,

F.R.A.S., ETC.,

Comptroller to the Govt. of

H. H. the Maharaja of Mysore.

To

... ., ESQ.,

Secretary to the Govt. of Mysore,

Dept.

Dated

Despatched

Received

No..... .....

Subject matter.

128 D·280
15-8-18.

WD A0689—GPB—750—12-10-17

Sur. 104]

No. 36
Enc.

OFFICE OF THE SUPERINTENDENT
MYSORE REVENUE SURVEY,

Dated, Bangalore 8·8· 1918

From C. Rajagopaualacharlu,
~~K.KXXXXXARASHAH~~, ESQ., B. A.,
Superintendent of Revenue
Survey & Settlements in Mysore.

To C. S. Balasundaram Iyer, Esqr., B.A.,
Chief Secretary to the Government of H.H.
the Maharaja of Mysore, Bangalore.

SIR,

With reference to your letter NO. 863-898-E.A.G.210 dated 22nd December 1917 calling for opinion on the form proposed to be adopted for showing statistics of progress of Departmental work, I have the honor to state that the form may be adopted, with the following alterations so far as the Survey Department is concerned.

Heading III:- Insert two more sub heads:-

1. "who have passed the Intermediate or Entrance examination".

2. "who have passed the Lower Secondary Examination
(a) in English,
(b) in Kanada.

VI:- Special statistics adopted to the Survey Department:-

Progress of work -

A (1) Re-survey - Total No. of villages and fields resurveyed.
(2) Re-classification:- -do.- re-classed.
(3) Monsoon Tapasani -do.- in respect of which monsoon tapasani work has been done.
(4) Rachcha maps:- Total no. of maps prepared.

B Re-settlement:-

(1) Number of taluks taken up for report.
(2) Number reported upon.
(3) Number re-settled.
(4) Number remaining to be re-settled after sanction of Government.

C. Printing of maps:-

(1) of villages re-settled (a) No. printed and issued,
(b) No. remaining to be printed

(2) of villages to replenish the stock (Re-printed).

D. Akarbands &c., :-

(1) Number of akarbands prepared (a) for re-settlement,
(b) No. copied and issued

(2) Number of phaisal patriks copied and issued,

(3) Number of Suds prepared.

I have the honor to be,

Sir,

Your most obedient servant,

Officiating Superintendent.

PVK.

130

GPB—250—16-7-15

Sur. 102]

191

From

The Superintendent,
Mysore Revenue Survey
and Settlement.

To

The Secy. to the Govt. of
H. H. the Maharaja of Mysore,
Genl. & Rev. Depts.

Dated 8th August 1918

Despatched

No. 36.

Enc.

9 AUG 1918

11448

SUBJECT.

Suggesting certain alterations in the Form proposed to be adopted for the collection of departmental statistics.

This is not of this Branch.
Transfer to chief Sec

Name of Department	Sub-headings to be inserted under heading IX special items of work	Remarks.
~~Excise Deptt~~	~~(a) Prosecution of offenders for infringement of rules under the Excise regulations.~~ ~~(1) No of persons prosecuted~~ ~~(2) No convicted~~ ~~(3) No discharged~~ ~~(4) Amount of fines imposed~~ ~~(5) No of rewards given for detecting offenders.~~ (b) No of ~~the~~ excise shops opened (c) No reduced with reasons if any.	Given in Appendix III-C Cited below
Forest Deptt	(a) Forest reservation. (1) No of blocks ~~for~~ notified under sec 4. (2) No of blocks notified under sec 31. (b) Progress under constitution of village forests. (c) Preventive measures taken against spike disease etc. (d) Development of transport facilities ~~(1) Length of roads opened~~ ~~(2) ~~ tramways constructed~~ ~~(3)~~	
Land Survey.	(a) Progress under revision settlement (post villages) } suggested by the Branch (b) Progress under Khasra Survey	

Name of Department	Sub-headings to be inserted under heading IX — Special items of work.	Remarks
In aid Department Stamp Department.	No special items of work. Prosecutions for evasion of stamp laws. (1) No of cases instituted (2) No of persons brought to trial (3) No convicted (4) No ~~convicted~~ discharged (5) Amount of fines imposed (6) Amount of rewards given (7) other punishments if any.	
Registration Deptt.	No special items of work. Particulars of registrations, receipts etc. (1) No of documents registered (2) Amount of fees recd (3) do do commissions etc paid. (4) Net receipts NB. no other special items of work	
Police Department.	(a) Cognizable cases reported & brought to trial etc. (1) Offences against the State Public tranquility etc. (2) Serious offences against person (3) do do & property (4) Minor offences against person (5) do do property. (6) Other offences. (b) Prosecutions under the juvenile smoking regulation.	

Name of return	Sub-heading to be inserted under heading IX – Special items of work.	Remarks.
Prisons.	(a) Collection of outstanding debts. (1) Arrears at the beginning of the quarter (2) Credit allowed during the quarter (3) Total (4) Collection ~~allowed~~ during the quarter. (5) Balance remaining (6) Percentage of collection to the total demand. (B) Working of the industrial Deptt (1) No of orders unexecuted at the beginning of the quarter (2) No recd during the quarter (3) Total (4) No completed (5) No partly done (6) No not commenced. (7) Average duration of time taken for the execution of each order (8) Total out-put of work done.	Supported by the I.G. of Prisons & his Branch.
Military	(a) ~~Comfort~~ Establishments (b) Gaol-birds (1) Retired No special items of work	
Courts x	No special items of work	x Chief Court agreable only to send copies of their circular on the subject recd from the Sub-Courts

Name of Department	Sub-headings to be inserted under heading IX – Special items of work	Remarks.
Medical Department	(a) Working of the itinerant Dispensaries (1) No of patients treated during the previous quarter. (2) No treated during the quarter. (3) Percentage of increase or decrease as compared with the average for the previous quarters. (N.B. explanation should be furnished if it is the latter). (B) Surgical operations (1) No of major operations performed at the Victoria Hospital. (2) No successful (3) No of operations which proved fatal. (4) Percentage of successful operations ~~case~~ to the total no performed. N.B. similar information to be furnished in respect of the ~~remaining~~ major operations conducted ~~by~~ in other Hospitals of the State (c) Indigenous system of medicine. (1) No of patients treated ~~by~~ at the indigenous Hospitals (2) Increase or decrease ~~in the no resorting to this system~~ as compared with the figures for the previous quarter. N.B. steps taken, if any, to encourage this system of medicine may be briefly stated.	

Name of department	Sub-heading to be inserted under heading IX - Special items of work.	Remarks.
Sanitary Department	(a) Maintenance of a record of the health conditions of important towns & villages. (b) Preparation of sport maps illustrative of the above (c) Progress of sanitation under the Malaria Improvement scheme (d) Malarial Survey. (e) Chemical analysis to determine potability ~~of~~ of waters of various wells in the Dt & Sy Head quarters. (f) Medical inspection of School children. (g) Measures adopted to check the spread of epidemic diseases such as ~~cholera~~ cholera, Plague, Small pox etc. (h) Progress under Sanitary works.	Suggested by the Sanitary Commr
Education Deptt	(a) Progress under the Compulsory Education scheme. (b) Working of the Educational Museum. (1) No of visitors to the Museum. (2) No of exhibits sent from the museum to the conferences held if any.	

Name of department	Sub-headings to be inserted under heading IX – Special items of work	Remarks.
Education Deptt	(c) Oriental Library. (1) No of volumes at the beginning of the quarter (2) No of additions made during the quarter. (3) No of volumes consulted by visitors. (4) No of volumes lent out. (d) Government Central Book Depot. (1) Value of stock at the beginning of the quarter. (2) Additions made during the quarter (3) Total value – (4) Amounts realized by sales. (5) Amount ~~paid as~~ of commissions allowed (6) Value of books supplied to Govt offices & schools free of cost.	
Agricultural Deptt	No special items of work the progress of which may be gauged quarterly being called for.	The Director is not agreeable to the statis– tics being called for.
Civil Veterinary Deptment	(a) Places ~~affected~~ where cattle diseases are prevalent. (b) Steps taken to check the spread of such epidemics. (c) Particulars re inoculation work done. (1) No of cases of Rinderpest treated (2) " " Black-quarter " " (3) " " Anthrax " "	

Name of Department	Sub-headings to be inserted under Heading IX — Special items of work. ~~to be inserted under heading IX.~~	Remarks.
Industries & Commerce.	(a) Progress re Bamboo pulp industry. (b) " " Match industry. (c) " " Hand loom weaving (1) No of looms working. (2) Expenditure incurred in working the looms. (3) Total production (4) Net profits (d) Button Factory. (1) Total production during the quarter (2) Expenditure on account of establishment & articles of preparation & machinery. (3) Percentage of profits if any realized. (e) Industries started with Govt aid. ~~(1) No of loans granted~~ (1) No of industries actually started (2) No of loan applications made (3) " " granted (4) Amount of loans granted (5) Amount recovered (6) Whether the parties have ~~been~~ availed themselves of the benefits granted. (f) Progress under special schemes if any undertaken by the Deptt may be given	

Name of the Deptt	Sub-headings to be inserted under heading IX - Special items of work.	Remarks.
Co-operative Deptt	(A) (1) Credit Co-operation (i) Number of societies at the beginning of the quarter. (ii) Number formed during the quarter. (2) Agricultural Co-operation. (i) No of societies at the beginning of the quarter. (ii) No formed during the quarter. (3) Industrial co-operation. (i) No of societies at the beginning of the quarter (ii) No formed during the quarter. (B) Conferences held during the quarter. (1) Provincial (3) Taluk (2) District (4) Hobli. (C) Suits. (1) No pending at the beginning of the quarter. (2) No filed during the quarter. Total (3) No disposed of (4) No pending at the end of the quarter. (D) Execution of decrees passed. (1) No of decrees pending execution at the beginning of the Quarter (2) " " passed during the quarter. Total - (3) No executed. (4) Balance pending unexecuted.	Suggested by the Head of the Deptt

Name of deptt	Sub-headings to be inserted under heading IX – Special items of work	Remarks.
Co-operative deptt	(E) Statistics showing progress of special schemes. information to be furnished of definite schemes relating to Agricultural & Industrial co-operation. such as (1) Rice-hulling societies (2) Lift irrigation societies (3) Manure supply societies (4) Seed supply societies (5) Implement supply societies (6) Sale Societies (7) Weavers' Societies (8) Sericulture Societies.	Suggested by the Head of the deptt.
Public works deptt	Execution of works. (A) Civil works. Buildings { original / repairs (B) Irrigation (original) (1) Major (2) Minor. (C) Miscellaneous Public improvements. (1) Original (2) repairs (D) Projects prepared – No (1) Irrigation (2) Buildings. (3) Communications (4) Misc Public improvements	Suggested by the Head of the Department. He states that this return may be made half-yearly instead of quarterly.

(continued)

Name of department	Sub-heading to be inserted under heading IX - Spl. items of work	Remarks.
Public works deptt	(E) Special schemes under investigation. (1) Public works general. (2) Irrigation improvements (3) Misc: Public improvements (4) Electrical	Suggested by the Head of the deptt.
Railway department	(A) Revenue. (1) Name of open lines worked by the state (2) Capital outlay. (3) Gross earnings. (4) Working expenses (5) Percentage of earnings to expenses. N.B. figures have to be furnished for the previous quarter, the current quarter and the corresponding quarter of the previous year. (B.) Execution of works. (1) Name of line under construction or survey. (i) Work done during the previous quarter (ii) do ——— do during the current quarter ~~(iii)~~ (2) Amount of sanctioned estimate. (i) Amount spent during the previous quarter (ii) do ——— the current quarter. (3) Time fixed for completion of work. (4) Date from which the work was commenced (5) Outlay to the end of the quarter	Suggested by the Head of the deptt.

ANNEXURE I.

Statement showing the progress of work in the ..... Office. / Department. for the quarter ending 19

I. Preliminary.

Number of (a) Offices.....

(b) Institutions.....
belonging to the department.

Number of (a) Officers.....

(b) Executive Subordinates.....

(c) Clerical subordinates.....

(d) Menials.....

II. System of office work.

Number of offices in which regular office hours are properly observed.

Number of offices in which the duties of all officials have been defined.

Number of offices in which a personal register is maintained by each official.

Number of offices in which the said registers are examined and initialled once a month by some responsible senior official.

Number of offices in which a complete arrear list is prepared and examined every month according to Rule 15 of the General Rules of Office procedure.

Number of offices in which abstract of arrear lists from subordinate offices are received before the of every month.

Number in which a stock list of Periodical reports and returns has been prepared and is kept - up to date.

Number of offices in which character rolls are regularly maintained.

Number of offices whose work may be considered

(a) Good
(b) Average
(c) Unsatisfactory.

III. Subordinates.

Number of subordinates, clerical and executive

(a) who are graduates

(b) who have passed the Intermediate or University Entrance Examination

(c) who have passed the Matriculation or other equivalent examination

(d) who have passed the Lower Secondary Examination (i) English (ii) Kanada

(e) who have passed Local tests prescribed by rules

(f) who have no knowledge of English

(g) who have been exempted from passing the prescribed examinations (i) by Heads of Officer under rule 8 of clerkship rules as amended in G.O.No.1982-2011/E.A.C. 249-17-1 dated 11-4-1918. (ii) by Government.

Total...

143

IV. Office Business.

S.No.	Items.	No. Pending in the office of the Head of the Department.								No. pending in subordinate offices.							
		Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	Pending for less than 2 months.	For over 2 but less than 6 months	For over 6 months.	Total.	Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	For less than 2 months.	For over 2 but less than 6 months	For over 6 months	Total.
1.	References from Government.																
2.	References from subordinate and co-ordinate offices.																
3.	Petitions.																
4.	Periodical reports and returns																
5.	Other categories of business if any (each item to be entered separately)																
	Total.																

	In the office of the Head of the Department.	In subordinate office of the Department
Number of records or dufters which are sorted, arranged and indexed.		
Number of records awaiting to be sorted.		
Number of records destroyed		
Number of records of which destruction is overdue.		

V. Inspections.

Monthly Test Inspection -

Number of offices test inspected every month by the Head of the office or a responsible Assistant

Names of offices which were not ~~test~~ tests inspected in any month during the period and names of officers responsible for the omission

Detailed Inspection-

Names of offices and institutions to be inspected in detail during the period according to approved rules.	By whom to be inspected.	Whether inspected or not.	remarks.

Number of surprise inspections held ...

(a) by the Head of the Department
(b) by other officers.

Names of officers who failed to do their allotted inspection duty with their explanation briefly.

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V. Inspections (Contd)

Number of days toured by Head of Department...

Explanation for short itineration, if any...

Names of subordinate officers whose itineration was below the prescribed minimum...

VI. Accounts.

Important embezzlements and account irregularities, if any, disclosed during the period, and action taken thereon.

Important irregularities previously brought to notice and pending final orders.

VII. Manuals.

Number of manuals which have to be prepared and kept up to date in the Department.	Whether each manual is up to date.	Number of correction slips issued.	If the manual is under preparation, progress made.

VIII. General Remarks.

Statement showing the progress of work in the ..... Office/Deptt. for the quarter ending .....

I. PRELIMINARY.

Number of (a) Officers.

(b) Institutions.

belonging to the Department.

Number of (a) Officers.

(b) Executive subordinates.

(c) Clerical subordinates.

(d) Menials.

II. OFFICERS.

Number of officers whose work, according to the latest confidential reports is

(a) Good.

(b) Average.

(c) Below average.

Number of officers who are working up any large questions relating to the department under the Organization and Development scheme

Number of officers who are specialising in any branch of their profession or departmental technique.

III. SUBORDINATES.

Number of subordinates, clerical and executive

(a) who are graduates.

(b) who have passed the Matriculation or other equivalent examination.

(c) who have passed local tests prescribed by rules.

(d) who have no knowledge of English.

(e) who have obtained exemption from passing the prescribed examinations.

Total..

Number of subordinates, clerical and executive, whose work, according to the latest entries in the character rolls was

(a) above average

(b) average

(c) below average

Total..

IV. Office Business.

Sl. No.	Items.	No. pending in the office of the Head of the Department.						No. pending in subordinate offices.					
		Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed during the quarter.	Pending for less than 2 months	For over two but less than 6 mos.	For over 6 mons.	Total.	Pendg. at beginning of the qr.	Received during the qr.	Total.	Finally disposed of during the qr.	For less than 2 mos.	For over 2 but less than 6 mos.	For over 6 mos.	Total.
1.	References from Govt.																
2.	Refces. from subordinate and co-ordinate offices.																
3.	Petitions																
4.	Periodical reports and returns																
5.	Other categories of business if any (each item to be entered separately)																
	Total																

	In the office of the Head of the Dept.	In subordinate offices of the Department.
Number of records or dufters which were sorted, arranged and indexed		
Number of records awaiting to be sorted ..		
Probable time within which the sorting will be completed		
Number of records destroyed		
No. of records of which destruction is overdue.		

V. Inspections.-

Monthly Test Inspection-

No. of offices test inspected every month by the Head of the office or a responsible Assistant .. ..

Names of offices which were not test inspected in any ~~month~~ month during the period and names of officers responsible for the ommission .. .. ..

Detailed Inspection-

Names of offices and institutions to be inspected in detail during the period according to approved rules.	*By whom to be inspected.*	*Whether inspected or not.*	*Remarks.*
Number of surprise inspections held- ..			
(a) by the Head of the Department ..			
(b) by other officers ..			
(c) Officers who visited in the course inspection duty ..			

V. Inspections (contd.)

Number of days toured by the Head of the Department.

Explanation for short itineration, if any.

Names of subordinate officers whose itineration was below the prescribed minimum.

VI. System of Office Work-

Number of offices in which the duties of all officials have been defined.

Number of offices in which a personal register is maintained by each official.

Number of offices in which the said registers are examined and initialled once a month by some responsible senior official.

Number of offices in which a complete arrear list is prepared and examined every month according to rule of the General Rules of Office Procedure.

VII. Accounts-

Important embezzlements and account irregularities, if any, disclosed during the period, and action taken thereon.

Important irregularities previously brought to notice and pending final orders.

VIII. Manuals-

No. of manuals which have to be prepared and kept up to date in the Department.	Whether each manual is up to date.	No. of correction slips issued	If the manual is under preparation, progress made.

IX. Special Items of Work.

ANNEXURE A.

Statement showing the progress of work in the.....Office/Department for the quarter ending.....19

****

I. Preliminary.

Number of (a) Offices.....

(b) Institutions..... belonging to the department.

Number of (a) Officers.....

(b) Executive subordinates...

(c) Clerical subordinates...

(d) Menials...

II. Establishment.

Number of subordinates, clerical and executive-	Clerical	Executive.
(a) who are graduates ...		
(b) who have passed the Intermediate and University Entrance examination...		
(c) who have passed the Matriculation or other other equivalent examination...		
(d) who have passed the Lower Secondary Examination - English.. Kannada..		
(e) who are fully qualified under the rules ...		
(f) who have been exempted from passing the prescribed examinations- (i) by Heads of Offices under rule 8 of clerkship rules as amended in G.O.No.1962-2011/E.A.G. 249-17-1 dated 11-4-1918...		
(ii) by Government...		

III. System of work-

Number of offices in which regular office hours are observed.

Number of offices in which the duties of all officials have been defined in writing...

Number of offices in which a complete arrear list is prepared and examined every month according to Rule 15 of the General Rules of Office Procedure...

Number of offices in which abstracts of arrear lists are regularly received every month...

Number of offices in which a stock list of Periodical Reports and Returns has been prepared and is kept up to date. (G.O.No.244-94/E.A.G.296 dated 1-8-18).

Number of offices in which character rolls are regularly maintained. (G.O.No.76-E.A.G. dated 31-1-17).

Number of offices whose work may be considered

(a) good...

(b) average...

(c) unsatisfactory...

What is the use of these numbers without names!

IV. Office Business.

S.No.	Items.	No. Pending in the office of the Head of the Department.								No. pending in subordinate offices.							
		Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	Pending for less than 2 months.	For over 2 but less than 6 months	For over 6 months.	Total.	Pending at beginning of the quarter.	Received during the quarter.	Total.	Finally disposed of during the quarter.	For less than 2 months.	For over 2 but less than 6 months	For over 6 months	Total.
1.	References from Government.																
2.	References from subordinate and co-ordinate offices.																
3.	Petitions.																
4.	Periodical reports and returns																
5.	Other categories of business, if any. (each item to be entered separately)																
	Total																

	In the office of the Head of the Department.	In subordinate offices of the department.

Sorting of records-

No. of records remaining to be sorted at the beginning of the quarter.
No. of records received during the quarter.
No. of records sorted.
Balance at the end of the quarter..
No. there, if any, searching temporarily in the sorting of records.

Indexing-

No. of records remaining to be indexed at the beginning of the quarter..
No. of records added during the quarter.
No. indexed during the quarter..
Balance at the end of the quarter...

Destruction-

No. of records awaiting destruction at the beginning of the quarter.
No. ripe for destruction during the quarter..
No. of records destroyed..
No. of records remaining to be destroyed at the end of the quarter.

V. Inspections.

Monthly Test Inspection -

Number of offices test inspected every month by the Head of the office or a responsible Assistant

Names of offices which were not ~~test~~ tests inspected in any month during the period and names of officers responsible for the omission.

Detailed Inspection-

Names of offices and institutions to be inspected in detail during the period according to approved rules.	By whom to be inspected.	Whether inspected or not.	remarks.

Number of surprise inspections held ...

(a) by the Head of the Department
(b) by other officers.

Names of officers who failed to do their allotted inspection duty with their explanation briefly.

V. Inspections (Contd)-

Number of days toured by Head of Department...

Explanation for short itineration, if any...

Names of subordinate officers whose itineration was below the prescribed minimum...

VI. Accounts.

Important embezzlements and account irregularities, if any, disclosed during the period, and action taken thereon.

Important irregularities previously brought to notice and pending final orders.

VII. Manuals.

Number of manuals which have to be prepared and kept up to date in the Department.	Whether each manual is up to date.	Number of correction slips issued.	If the manual is under preparation, progress made.

VIII. Organization and Development Work-

Important questions and special subjects studied during the past half year.

No.	Subject.	Officers entrusted with the study of the subject.	Progress during the past half year.

Questions selected for attention during the current half year.

IX. General Remarks.

IX. Additional information for particular departments.

~~Land Revenue Department.~~ (~~Separate form prescribed~~)

Land Survey Dept

~~Revenue~~ Revision Survey.

1. Total number of villages and fields re-surveyed.
2. -Do- -Do- re-classed.
3. -Do- -Do- in respect of which monsoon-tapasani work has been done.
4. Total number of kacha maps prepared.

~~Revenue~~ Revision Settlement.

1. Number of taluks taken up for report.
2. Number reported upon.
3. Number resettled.
4. Number remaining to be resettled after sanction of Government.

Forest Department.

A. Forest settlement operations.

1. Number of blocks and area notified and awaiting settlement at the beginning of the quarter.
2. Number and area of new blocks notified for reservation during the quarter.
3. Total number of blocks and area to be settled.
4. Number of blocks and area for which settlement operations were completed during the quarter.
5. Number and ~~order~~ area of blocks for which settlement operations were in progress during the quarter.
6. Number and area of blocks like settlement of which has to be taken up.

B. Working plans

1. Area for which working plans had been sanctioned by Government at the beginning of the quarter.
2. Area for which working plan were
   (a) in progress, and
   (b) completed during the quarter.
3. Area for which working plans have to be prepared.

C. Collection of Revenue.

Arrears at the beginning of the quarter (under all heads)

Demand during the quater -Do-

Amount collected during the quarter towards old arrears
towards current demand

Balance old arrears
current

Percentage of collection to total demand during the quarter.

-Do- -Do- during the corresponding ~~post~~ period of the previous year.

Budget estimate of revenue for the official year.

Total revenue collected up to the end of the quarter.

D. Forest offences.

Number pending at the beginning of the quarter. | with the Department. / with the Magistracy.

Number reported during the quarter.

Total.

Number disposed of

Balance | with the department / with the Magistracy

E. Statement of advances adjusted.

Amount outstanding at the commencement of the quarter.

Amount advanced during the quarter.

Amount adjusted during the period by means of works or cash

Balance remaining due { year war / Total

Remarks.

Excise Department.

(a) Collection of Excise revenue

Arrears at the beginning of the quarter

Demand during the quarter

Total

Amounted collected

Balance | year war / (Total

Percentage of collection to total demand.

(b) Number of Excise shops opened during the quarter.

(c) Number of shops abolished with reasons therefor

(d) Number of question referred to Licensing Boards, Municipal Councils and Rural Boards on Excise matters.

Excise Department (contd)

	During the quarter.	During the previous quarter.
(e) Consumption of		
Foreign liquors		
Country spirits		
Average consumption of Foreign and Country spirits per head of population.		
No. of toddy trees (of all kinds) licensed for Mysore shops.		

	With the department.	with the Magistracy.
(f) Number of offences.		
1. Pending at the beginning of the quarter		
2. Reported during the quarter		
3. Total		
4. Disposed of during the quarter		
5. Balance		
6. No. of cases pending for more than 2 months.		

MUZRAI DEPARTMENT.

Progress achieved during the quarter in regard to the special items of work such as the following.

1. Handing over Muzrai Institutions to the control and management of Local bodies.

2. Opening of Agama Schools.

3. Investigation of the resources of Muzrai Institutions, Major and minor, both within and outside the State.

4. Disposal and investment of savings of Muzrai institutions.

5. Formation of the Muzrai Establishment Fund.

6. Introduction of Survey and Settlement into Devadaya ~~main~~ inam villages of Matts or institutions under the Muzrai Superintendent's direct management.

Economic Conference.

	Budget allotment for the year.	Expenditure up to the end of the previous quarter,	Expenditure during the quarter.	Total expenditure up to the end of the quarter.	Balance - available for expenditure.
A. Expenditure of the Conference.					
1. The General Conference.					
2. Education Committee.					
3. Agricultural Committee.					
4. Industries and Commerce Committee.					
5. Economic Journal.					
6. District Committees.					

B. Loans and hire purchases for Industrial purposes sanctioned by the Industries and Commerce Committee.

1. Total number of applications for disposal

2. Number disposed of

3. Total amount involved

EDUCATION DEPARTMENT.

	At the end of the previous quarter.			Increase effected during the quarter.			Total at the end of the quarter.			Remarks.
	Primary	Secondary	University	Primary	Secondary	University	Primary	Secondary	University	
1. Total Number of schools-										
Boys...										
Girls...										
Adult...										
Special...										
. Total attendance in -- schools.-										
Boys...										
Girls...										
Adult...										
Special...										

Compulsory Education-

Number of schools-

(a) at the beginning of the quarter...

(b) started during the quarter...

(c) at the end of the quarter...

Number of boys-

(a) at the beginning of the quarter...

(b) admitted during the quarter...

(c) at the end of the quarter...

Number of existing schools improved...

Number of exemptions given...

Number of warnings served...

Number of prosecutions, if any, instituted...

Number of teachers trained up to end of the previous quarter...

Number under training during the quarter...

Number of untrained teachers...

Agricultural Department.

1. Publications issued...

2. Demonstration work-

Popularisation of improved agricultural implements, etc.-

(a) No. of demonstrations held...

(b) Quantity of seeds distributed...

(c) Quantity of manure distributed...

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Agricultural Department. (contd)

(iii) Number of estates inspected

(iv) Miscellaneous.

3. Sale of Implements.

(i) Amount outstanding ~~Collections~~ at the end of the previous quarter.

(ii) Number of implements ~~Issues~~ during the quarter.

(iii) Total amount and value to be collected.

(iv) Collections during the quarter.

(v) Balance outstanding

3. Chemical section.

(i) Analyses for the Department of Mines and Geology.

(ii) do- for the Agricultural Department.

(iii) -do- for private firms and parties.

(iv) Miscellaneous.

4. Biological section.

(i) Experiments conducted

(ii) Results achieved.

5. Agricultural schools.

(i) Name of the school

(ii) Number of students under instruction

6. Practical work in Association with the people.

(i) Associations, if any, formed

(ii) Conferences held.

Industries and Commerce Department.

~~Special Items.~~

1. Working of the concerns started and owned by the department, Such as the Government weaving factory, Industrial Workshops, Industrial Depot, Sugar-cane crushing rills, soap factory etc., etc.,

The Half yearly account prescribed in G.O. no. 10794-6 / 22030-1677 dt 30-6-7 may be attached. to the report for the 2nd quarter of the half year concerned.

2. Loans and hire purchases sanctioned.

(i) Total number of applications for disposal.

(ii) Number disposed of.

(iii) Total amount involved

(iv) Amount due from borrowers, including arrears.

(v) Amount recovered.

(vi) Balance outstanding.

(vii) Number of installations started and completed.

(viii) do - on hand

3. Progress in regard to industries under investigation, e.g., Bamboo pulp, manufacture of matches, etc.

~~(i) Experiments conducted and or other work done.~~

~~(ii) Conclusions, if any, arrived at.~~

4. Statistical information.

Statistics, if any, relating to specific trades and industries collected and published.

Co-operative Societies.

A.

(1) Credit Co-operation.

Number of Societies at the beginning of the quarter.
Number formed during the quarter.

(2) Agricultural Co-operation (other than credit)

Number of societies at the beginning of quarter.

Number formed during the quarter.

(3) Industrial Co-operation.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

(4) Other kinds of Co-operative Societies.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

~~(5)~~

B. Progress of Co-operation in the Malnad.

Number of societies at the beginning of the quarter.

Number formed during the quarter.

C. Conferences held during the quarter.

Provincial
District
Taluk
Hobli.

D. Suits-

Number of cases pending at the beginning of the quarter.

Number filed during the quarter.

Total number for disposal.

Number of suits disposed of.

a. Uncontested

1. Without trial
2. Compromised.
3. Decreed on admission of claim.
4. Decreed exparte
5. Dismissed exparte.

b. contested.

1. Decreed for plaintiff.
2. Decreed for defendant.

c. On reference to arbitration.

Award given for plaintiff
Award givento defendant.

Total a, b and c.

Balance pending at the end of the auarter. (a) Total
(b) Number pending for more than 12 mo

Co-operative Societies (contd)

Average duration of suits.

Execution of decrees.

Number of decrees sent to the Deputy Commissioners for execution pending at the beginning of the quarter.

Number of decrees sent during the quarter.

Total number pending execution.

Execution completed in

Decrees remaining unexecuted. (a) Total (b) Number pending for more than 3 months

E. Applications for loans.

Number pending at the beginning of the quarter

Number received during the quarter.

Total number for disposal.

Number referred to the Central Co-operative Bank.

Number referred to the Provincial Co-operative Bank.

Number referred to Local Unions.

Number of exemptions granted in accordance with Government Order No.5681-2/I & C 11-16-11 dated 24th January 1917.

Number of loan applications returned for further investigation.

Number pending in office.

F. Statistics showing progress of special schemes, relating to Agricultural and Industrial Co-operation.

Under this heading information will be supplied on definite schemes relating to agricultural and industrial Co-operation, such as,

Rice-hulling societies,

Lift Irrigation Societies along the Tungabhadra valley.

Manure-supply societies,
Seed-supply societies,
Implement supply societies,
Sale societies,
Weavers' societies,
Sericulture societies, etc.

IX. ADDITIONAL INFORMATION FOR PARTICULAR DEPARTMENTS.

JUDICIAL DEPARTMENT.	No. at the beginning of the Quarter	No. instituted during the Quarter	Total	No. disposed of		Balance	No. pending for over 3 months	Average duration of Suits	
				Contested	Uncontested or Ex-parte			Contested	Uncontested.
Civil Suits -									
(A) Original.									
Village Courts									
Munsiffs' Courts									
Sub. Judge Courts									
District Judges' Courts									
(B) Appeals from orders & decrees									
Sub. Judge Courts									
District Judges' Courts									
Chief Court									

Criminal ~~Work~~ cases	No. pending at the beginning of the Qr.	No. filed during the quarter	Total	Number disposed of	No. pending for over 3 months	Average duration.	No. tried by juroors or assessors.
(A) Appeals (appellate and revisional jurisdiction)							
1. Chief Court							
2. District Judges' Courts							
3. ~~Taluk~~ District Magistrates' Courts							
4. Other Courts							
(B) Sessions ~~work~~ cases							
1. Sessions Courts, Bangalore							
2. -do- Mysore							
3. -do- Shimoga							
(C) Regular and Miscellaneous Cases							
1. Honorary Magistrates							
2. Taluk Magistrates							
3. First Class Magistrates							
4. Other Magistrates.							

N.B. A copy of the latest ~~[illegible]~~ statistical review of the quarterly ~~[illegible]~~ by the Court also to be appended.

MILITARY DEPARTMENT.

Strength, cost etc. of the Military Forces.

(a) Cavalry.	At the end of last quarter.	Recruited during the quarter.	Casualities (died, invalided discharged)	At the end of the quarter.
(1) Imperial Service Lancers.				
(2) Mysore Horse.				
(b) Infantry.				
(c) Imperial Service Troops.				

Remounts (Horses, ponies, mules or bullocks).

	No. at the beginning of the quarter.	Additions during the quarter.	Total.	Casualities.	Balance.	Cost of additions.
Imperial Service Lancers.						
Mysore Horse.						
Imperial Service Troops.						

AMRUT MAHAL DEPARTMENT (Including Stud Farm, Kunigal)

I. Amurt Mahal.

Stock on hand

Additions by birth

Casualities by death and missing

Number sold ~~and price recovered~~ Average price recovered per head.

Balance.

Number of bullocks trained in the Depot

- Do - supplied to the Corps.

II. Kunigal Stud Farm.

Value of live stock in the Farm.

Kunigal Stud Farm (Contd)

	Stock in hand.	Additions.				Total			Other presents	Total	Balance.
		By purchase	By birth.	Otherwise transferred or presented			by sale	by death			
	No. Price.	No. Price.	No. Price.	No.	Price.	No. Price.	No. Price.	No. Price.	No. Price.	No. Price.	No. Price.
Stallion											
Mares											
Foals.											

Profit and Loss.

Amount received on audited bills.

Realisations from farm produce

Sale of farm foals

-Do- Mares

Value of annimals presented and transferred to Palace

Other items.

Total

Loss or profit

Improvements effected.

POLICE DEPARTMENT -

	Cognisable cases	Non-Cognisable cases
No. pending		
No. reported		
No. disposed of		
value of property-lost		
Value of property recovered		

HEINOUS CASES -

	No. reported including arrears	No. disposed of
No. reported		
No. investigated by Superintendents		
No. investigated by Amildars		
Cases under Infant Marriage Regn.		
" Juvenile Smoking Prevention Regn.		
" Arms Regulation		

FINGER PRINT BUREAU-

No. of slips received for record

No. received for search

No. traced

POLICE TRAINING SCHOOL-

	Constables	Inspectors' Class	S.H.O.Class
No. on the roll			
No. of trained men in the force			

REWARDS-

Officers rewarded

Men rewarded

WORK OF PROSECUTING INSPECTORS-

No. of Inspectors

No. of prosecutions conducted

No. which ended in conviction

No. which ended in acquittal or discharge

No. otherwise disposed of

PUNISHMENTS-

	Total No. punished	*No. fined, degraded or suspended*	No. dismissed	No. tried and convicted by magistrates
Officers				
Men				

PRISONS DEPARTMENT.

(a) Collection of outstanding debts.

Arrears at the beginning of the quarter.

Credit allowed during the quarter.

Total

Collection during the quarter

Balance remaining at the end of the quarter

Percentage of collection to the total demand

(b) Working of the Industrial Department.

Number of orders (Pertaining to Prisons Department, other Government offices and general public) unexecuted at the beginning of the quarter.

Number received

Total

Number completed

Number partly done

Number not commenced

Average duration of time taken for the execution of each order.

(c) Earnings of convicts.

	Name of Jail.	Number employed on Jail Manufacture.	Value of goods manufactured.	Amount credited to Treasury.	Amount drawn from Treasury on manufacturing account.
Bangalore.					
Mysore.					

SANITARY DEPARTMENT.

Progress of special measures

1. Maintenance of a record of the health conditions of important towns and villages.
2. Preparation of spot maps illustrative of the above.
3. Chemical analyses to determine potability of waters of various wells in Districts and Taluk Head Quarters.
4. Progress of sanitation under the Malnad Improvement Scheme.
5. Surveys of places noted to be malarious.
6. Medical inspection of school children.
7. Work of the Sanitary Board.
8. Pa other special Scheme.

GEOLOGICAL DEPARTMENT.

(1) Mineral Survey -

Number of square miles surveyed
Number of economic minerals observed
Number of economic minerals recommended for special investigation
Number of rare minerals discovered

Prospecting work-

Number of areas prospected
Number of minerals prospected
Total amount sanctioned for general and special prospecting and experiments
Total amount spent on " " " "

Museum and Laboratory work-

Number of specimens added
" " rejected
" " collected for District Museums
" assays and analyses made for the Department
" " " " Public.

Preparation and Publication of Notes, Reports, Maps &c.-

Number of notes, reports &c prepared
" " " submitted to Government.
" " " printed.
" memoirs and bulletins printed
" " " translated into Kanada and printed
" maps and plates printed.

(2) Licenses and Leases -

(a) Number of applications for Exploring License
" recommended to Government
" sanctioned and issued.

(b) Number of applications for collecting licenses.
" recommended to Government
" sanctioned and issued.

(c) Number of applications for prospecting licenses
" recommended to Government.
" sanctioned and issued.

(d) Number of applications for Mining Leases.
" recommended to Government
" sanctioned and issued.

(e) Number of applications for explosive licenses.
" recommended to Government.
" sanctioned and issued.

(f) Number of applications for leases and licenses of all kinds? — Pending with the Dept to do with Govt.

(3) Collections of fees, rent, royalty etc.

(a) Arrears

(b) Current demand

(c) Total to be collected

(d) Amount actually collected

(e) Percentage of collection to total expenditure

(f) Percentage of collection to total demand.

PRESS.

Execution of Jobs.

	No. on hand at the beginning of the quarter.	No. received during the quarter.	No. executed.	Approximate cost.
(a) Regular jobs.				
(b) Indent jobs.				

Percentage of cost of permanent establishment to cost of jobs completed.

Press (Contd).

Number of jobs undertaken for private parties and amount realised and credited to Treasury.

Balance to be recovered.

Outturn.

Total number of pages composed.
Impressions.
Book bound.

Mysore Gazette.

		At full rate.	Half rate.	Free	Total.
Number of subscribers to	(i) English				
	(ii) Kanarese.				
Number supplied free of cost to Government Officers.					
Gazette receipts under all heads.					
Number of books registered.					
-Do-	for which copy right was secured.				

Stationery Depot.

Number of indents pending at the beginning of the quarter

Number received

~~Balance~~ Total

Number of indents completed

Balance

Year up to which audit accounts have been done.

METEOROLOGY DEPARTMENT.

	Number ready for print.	Number printed.
1. Printing of the hourly values of the Self recording instrument.		
2. Research work done		
3. Inspection of rain guage stations		
Number of stations remaining to be inspected at the beginning ~~during~~ the quarter.		
Number inspected during the quarter.		

GOVERNMENT GARDENS.

Progress of work.

(a) General

(b) seed depot and sale room

(c) Bureau of Economic Botany

~~(d)~~

Nandi Hill Station.

1. Improvements effected and cost
2. Number of visitors
3. receipts.

MEDICAL DEPARTMENT.

1. Total number of dispensaries...

2. Number of patients treated and amount of fees collected...

3. Number of itinerant and semi-itinerant dispensaries and number of patients treated therein...

4. Number of midwives and number of labour cases conducted...

PUBLIC WORKS DEPARTMENT

I. Execution of works	No. of incomplete works in hand	No. of works sanctioned	No. of works completed during the quarter	Outlay	Outlay from the beginning of the year
I. Civil Works-					
Buildings - Original					
Buildings - Repairs					
2. Irrigation (Original)					
Major					
Minor					
3. Miscellaneous public improvements					
Original					
Repairs					
4. Projects prepared. ~~No.~~ Number.					
Irrigation					
Buildings					
Communications					
Miscellaneous public improvements					

II. PROGRESS OF SPECIAL SCHEMES

1. Public Works General

2. Irrigation improvements - Krishnarajasagara Dam - Construction of Dam..
Block system of irrigation..
Expansion and development of sugarcane cultivation..

3. Miscellaneous public improvements

4. Inspection of major tanks by Executive Exngineers-

(a) No. required to be inspected during the quarter. .

(b) No. inspected during the quarter..

5. No. of irrigation works for which contribution is received but not yet taken up.

RAILWAY DEPARTMENT

Name of open line worked by the State

Capital outlay

Gross earnings During the quarter

Working expenses

Percentage of earnings to expenses

Execution of works

Name of line under construction or survey

Amount of sanctioned estimate

Time fixed for completion of works

Date from which the work was commenced

Outlay to the end of the quarter

Percentage of the cost of establishment to outlay

ELECTRICAL DEPARTMENT.

I. Works-	Budget grant.	Outlay during the quarter.	Outlay from the beginning of the year.
Capital works...			
Depreciation Fund works...			

II. Power supply-

Power generated during the quarter....

Power supplied during the quarter, to

(a) Bangalore City...

(b) Bangalore Civil & Military Station...

(c) Mysore City...

(d) Kolar Gold Field...

III. Additions to Power and Lighting-

Installations during the quarter-	Street lights.	Bungalow lighting.	Power installations.
(a) Bangalore City...			
(b) Bangalore Civil & Military Station...			
(c) Mysore City...			
(d) Kolar Gold Field...			

IV. Revenue-

	Arrears at the beginning of the quarter.	Demand for the quarter.	Total.	Collections.	Balance at the end of the quarter.
(a) Bangalore City...					
(b) Bangalore Civil and Military Station...					
(c) Mysore City...					
(d) Kolar Gold Field...					

V. Special Schemes-

LIST OF PERIODICAL RETURNS AND REPORTS DISCONTINUED + ANNEXURE B TO G.O.No. DATED.

Name of report or return.	Orders under which submitted.	Remarks.
Due from all or nearly all Departments.		
1. Return of exemptions granted under Clerkship rules.	G.O.No. 662-706/E.A.G. 195 dated 30th November 1917.	
2. Statistics of Business.	G.O.No. 688-726/E.A. 8-15-1 ; 727-734/E.A. 8-15-2 ; Dated 28th October 15.	
3. Tour statements of Heads of Departments.	G.O.No. 143 E.A.G. dated 24th August 1916 & No. 143 E.A.G. dated 16th December 16.	
3 (4.) ~~List~~ of Departmental Circulars.	G.O.No.7405-45/Edn.422-07-9 dated 6th Feb.1909.	
4. Quarterly Progress report of the Compilation of manuals &c	G.O. No: 136-E&AG & 21.12-1916.	

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Land Survey Department.

Name of return.	No & Date of the G.O. prescribing the return.	Remarks.
Report of work done by Survey officers.	No.R.7515-24/L.S.7.14-3 dated 26-2-1915.	
Annual report on the condition of Boundary Marks...		
Forest Department.		
Progress report of Forest Settlement operations.	No.291-8/2420-7 dated 7-11-1902	
D.C.B. Statement of Forest Revenue.	No.R.4802-12/Ft 179-14-4 dated 15-11-15.	
Progress report of the working plan operations.	No.R. 1120-1/Ft.18-17-2 dated 4-8-17.	
Statement of erroneous demands ordered to be written off by the Conservator.	No.R.11536-45/Ft.190-16-2 dated 22-5-17.	
Progress report on saw mills.	No.R.11108-9/Ft.144-15-11 dated 12-5-17.	
Return of Timber consignments.	No.R.6049-55/Ft.155-15-3 dated 14-12-16.	
Report on the working of traction engines.	No.R.10584-5/Ft.26-14-13 dated 25-4-17.	
Statement of advances adjusted.	No.R.11063/Ft. 218-07-2 dated 11-5-18.	
Report on the progress of rectification of differences between District and Range returns.	Fl.4438-47/G.F.55-17-4 dated 21-2-18.	
Report on the working of the Kunbi Settlements.	G.O.R.3244-7/Ft.129-10-2 dated 11-12-12.	
Progress report on Forest Survey operations.	R.7064-5/Ft.110-16-2 dated 30-12-16.	
Excise Department.		
D.C.B. Statement of Excise Revenue. (Monthly)	G.O.No.451-60-7 dated 25-4-1890.	
Statement of Refunds and Remissions sanctioned by the Excise Commissioner.	G.O.No.3109-18/S.R.227-09-6 dated 4-1-1910.	
Registration Department-		
Annual return of the temporary appointments of Special Sub Registrars.		

Name of return.	No. and date of G.O. prescribing the return.	Remarks.
Economic Conference.		
1. Statement of expenditure of the Economic Conference.	No.4867-71/G.M.36-11-101 dated 15-3-1912.	
2. Report on the work of commercial correspondents. ⊛	" 5837-9/A&E 152-15-4 dated 13.4.1916	⊛ A paragraph about each of these marked, may be added to the Annual Report on the working of the Economic Conference
3. Statement of ~~tacavi~~ taccavi loans and hire purchases sanctioned by the Industries and Commerce Committee.	No.2097-145/G.M.55-12-239 dated 2-9-13.	
4. Report on the working of the Scheme for the publication of the Karnada Economic Journal. ⊛	" 4300-49/E.C. 10-16-8 dated 8.12.1916	
5. Report on the working of the Scheme for the appointment of Honorary Supervisors for Conference Work. ⊛	" 9618-9/E.C. 6-16-9 dated 23.5.1917.	
Education Department.		
1. Statement of grants sanctioned by the ~~Industries and Commerce Committee~~ Inspector General of Schools for the construction of school houses.	No 4943-55/Ed 32-14-18 dated 4.5.1915.	
2. Statement of village fund schools transferred from one village to another.		
3. Statement of changes effected in the staff of industrial schools under the control of the Education Department.		
4. Reports on the working of the Chamarajendra Technical Institute, Mysore, the Mechanical Engineering School and the Commercial School, Bangalore.		
5. Statement of progress of Educational schemes.		
Agriculture Department.		
1. Report of work done in the Agricultural Department.	G.O.No.R.9260-Agri.137-13-1 dated 30-5-1914.	
2. Statement showing the sales of implements &c. according to the hire purchase system.	G.O.No.R.3913-62/~~Agri.~~ A & I 73-14-2 dated 12-4-1915.	
3. Statement of chemical analyses undertaken for private firms and parties.	" " 6590-92C 10-17-5 dated 10.1.1918.	
Industries and Commerce.		
1. Report on the working of the Central Industrial Depot.	No.5825-8/A & I 27-15-27 dated 30-1-17.	
2. Report on the working of the Employment Registry office. ✻	" 4919-21/A&I 38-15-6 dated 18.3.1916	✻ A paragraph about each of these marked may be added in the Annual Report on the working of the 92C Dept.
3. Progress report of the Industries and Commerce Department.	" 8413-63/92C 48-17-14 dated 22.2.1918	
4. Statement of loans for the encouragement of small industries. ✻	" 6604-53/92C 89-16-2 dated 16.2.1917.	
5. Statement of ~~tacavi~~ taccavi loans and hire purchases sanctioned.	No.G.8386-434/G.M.67-13-247 dated 18-4-18.	
6. Report on the working of Central and Local museums ✻	" 10-502/92C 134-16-2 dated 13.7.1917.	
7. Statement of receipts and expenditure of the Metal working factory.	No.4130-2/I & C 85-17-9 dated 19-10-17	
Co-operative Societies.		
1. Analysis of work done by the Registrar and the Deputy Registrar.	G.O.No.6652-700/A&I 67-15-20 dated 15th May 1916.	
2. Statement of business done in the department.	G.O.No.3375/A & I 248-14-3 dated 18-1-1916.	

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Name of return.	No. and Date of the G.O. prescribing the return	Remarks.
Co-operative Societies (contd)		
3. Return of disposal of suits ~~xxx~~.	G.O.No.5559-67/A & I 155-14-2 dated 28th June 1916.	
4. Statement of loan applications referred to Central and Provincial Banks. ~~xxxx~~	G.O.No.4417-9/A & I 19-15-28 dated 9th December 1916.	
5. Statement of exemptions relating to loan applications.	G.O. No. [illegible] I & C 24th January 1917.	

Geological department.

Quarterly express report on items referred to in G.O. No. 68445/fm 292147 dated 19th Feb 1915.